



## **15616 Addendum 3**

### **The Iowa Board of Regents Office Related Products**

Issue Date: 10/1/2015

Response Deadline: 10/30/2015 07:00 PM (CT)

#### **Contact Information**

Contact: Renee Funk  
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## Event Information

Number: 15616 Addendum 3  
Title: The Iowa Board of Regents Office Related Products  
Type: Request for Proposal - Sealed  
Issue Date: 10/1/2015  
Response Deadline: 10/30/2015 07:00 PM (CT)  
Notes: The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as issued by the University of Iowa, Iowa State University and The University of Northern Iowa from qualified suppliers who are interested in providing office related products including copy paper, toners, and other miscellaneous office related products, and services to support the purchasing process of these products for the Regents Universities. Upon implementation of the initial Contract, The Universities desire to partner with the Awarded Supplier to move towards standardization of office supplies across each and every campus to leverage savings growth through each year of the Contract. It is also the intention of the Regents Universities to make the resultant Contract and pricing available to the Iowa Department of Administrative Services (DAS), Iowa political subdivisions and all Iowa Biotechnology Association (IBA) members.

### **Addendum One:**

**Answers to vendor questions are detailed in the attachments section in the document entitled 'RFP 15616 The Iowa Board of Regents Office Related Products\_Addendum One.'**

**Please Note: A revised Financial Proposal Workbook has been provided in the attachments section. This new workbook should be utilized by Suppliers when the proposal is submitted in eBid. The previous Workbook has been deleted.**

**Addendum Two: Additional information regarding the Universities contracted pricing and usage for office supplies and toner related products is now available in the attachments section. The documents providing this information are four (4) excel documents with titles beginning with 'IBOR'. The data reflected in these excel documents is from Fiscal Year 2015 (July 1, 2014-June 30, 2015). Also clarification for products on the workbook, as well as how to address future product questions in the workbook, is included in the PDF document, in the attachments section, titled 'RFP 15616 The Iowa Board of Regents Office Related Products\_Addendum Two.'**

**Addendum Three: Information regarding the password for protected tabs in the Financial Proposal Workbook are detailed in the attachments section, in the document 'RFP 15616 The Iowa Board of Regents Office Related Products\_Addendum Three.'**

**Please note the close time has been extended to 7:00 p.m. CT. The closing day is still Friday October 30th.**

**Proposals submitted must be comprehensive by including all products, services and costs necessary to meet the business and technical requirements of The Universities as detailed herein. All responses are required to be submitted within the University of Iowa's eBid system by 3:00p.m. CT on Thursday, October 22, 2015. Proposal purchasing contact is Renee Funk with the University of Iowa. Phone: 319-335-0382 E-Mail: renee-funk@uiowa.edu**

## **Bid Activities**

### **Intent to Participate in Pre-Bid Conference**

10/6/2015 3:00:00 PM (CT)

Suppliers shall e-mail intent to participate in the Pre-Bid Conference on Thursday October 8, 2015 by submitting an e-mail to Renee Funk at renee-funk@uiowa.edu by 3:00 p.m. on Tuesday October 6, 2015. Upon receipt of intent to participate Supplier will receive details regarding the location of the meeting as well as conference call access details.

### **Pre-Bid Conference**

10/8/2015 1:00:00 PM (CT)

Suppliers are encouraged to participate pre-bid conference in order to understand the background, goals, and needs of the Universities for Office Related Products. Suppliers are limited to 2-3 representatives for on-site attendance at the meeting. In the event additional representatives are required to participate they are able to do so by utilizing the conference call information provided upon submission of intent to participate.

This meeting will be held on Thursday October 8, 2015 on The University of Northern Iowa campus. Conference call access will also be available. The pre-bid meeting will begin at 1:00 p.m. CT and conclude at 3:00 p.m. CT

### **Proposal Clarification/Vendor Questions**

10/13/2015 3:00:00 PM (CT)

Any and all questions regarding this Request for Proposal should be submitted via e-mail to Renee Funk at renee-funk@uiowa.edu by 3:00 p.m. CT on Tuesday October 13, 2015. Responses to questions will be made available in the form of an official addendum through the eBid tool by EOB, Thursday October 15, 2015.

Please note that questions concerning the electronic Request for Proposal submittal process can be directed to ebid@uiowa.edu.

## **Bid Attachments**

### **Regent Universities Terms and Conditions.pdf**

[Download](#)

Regent Universities Terms and Conditions

### **RFP 15616 The Iowa Board of Regents Office Related Products\_Addendum One.pdf**

[Download](#)

Addendum One: Answers to vendor questions are detailed within this attachment.

### **RFP Financial Proposal Workbook.xlsx**

[Download](#)

RFP Financial Proposal Workbook. Pricing proposals are required to be submitted in this document.

### **IBOR\_ISU\_OfficeMax FY2015 Data\_10192015.xlsx**

[Download](#)

Contract pricing and usage for Iowa State University.

### **IBOR\_SUI\_OfficeMax FY2015 Data\_10192015.xlsx**

[Download](#)

Contract pricing and usage for The University of Iowa.

## IBOR\_UNI\_OfficeMax FY2015 Data\_10192015.xlsx

[Download](#)

Contract pricing and usage for The University of Northern Iowa.

## IBOR\_Other\_Toner and Ink\_10192015.xlsx

[Download](#)

Toner and ink pricing and usage for the Universities.

## RFP 15616 The Iowa Board of Regents Office Related Products\_Addendum Two.pdf

[Download](#)

Answers to financial workbook clarifications and process for future product clarifications.

## RFP 15616 The Iowa Board of Regents Office Related Products\_Addendum Three.pdf

[Download](#)

Addendum Three: Password information for Financial Proposal Workbook is detailed in this document.

## Requested Attachments

### RFP Financial Proposal Workbook.xlsx

*(Attachment required)*

## Bid Attributes

### 1 Proposal Submission

Proposals submitted must be comprehensive by including all products, services and costs necessary to meet the business and technical requirements of The Universities as detailed herein. All responses are required to be submitted within the University of Iowa's eBid system by 3:00p.m. CT on Thursday, October 22, 2015. Proposal purchasing contact is Renee Funk with the University of Iowa. Phone: 319-335-0382 E-Mail: renee-funk@uiowa.edu

Yes, I Agree to Terms  
*(Required: Check if applicable)*

### 2 Background

The University of Iowa, Iowa State University, and The University of Northern Iowa, herein referred to as "The Universities" or "The Regents Universities", desire to obtain written proposals from qualified Suppliers to provide a strategic partnership contract that addresses the Regent Universities needs of office related products including general supplies, copy paper, ink and toner products, etc. While The Universities are seeking proposals from Suppliers providing a comprehensive range of office related products, The Universities are also interested in receiving proposals from Suppliers specializing in ink and toner products exclusively. The primary goal of this initiative is to obtain and implement a long term and mutually beneficial strategic supplier partnership that provides consistent competitive pricing, quality services and products, and streamlined ordering processes that meet The Universities' end user's needs. The data, specifications, and administrative requirements outlined herein are intended to serve only as a general guideline for each proposal. Each Supplier is expected to submit a fully detailed proposal that adequately describes the advantages and benefits which The Universities would realize by acceptance of this proposal.

#### University of Iowa

The State University of Iowa (SUI), in Iowa City, Iowa, was established in 1847 as the State's first public institution of higher education. The University is internationally known, among other things, for its Writers' Workshop, and its pioneering outer space research, with University-designed research instruments used in major missions since the 1950's. The University operates one of the nation's largest university-owned teaching hospitals; approximately half a million visits are made to the State University of Iowa Hospitals and Clinics every year.

Fall 2015 headcount enrollment at the University is 32,150 students.

The University has been accredited by the North Central Association of Colleges and Secondary Schools since the

association's organization in 1914. The University is a member of the Association of American Universities.

The University is organized into the following colleges: the College of Liberal Arts and Sciences, the Tippie College of Business, the College of Education, the College of Engineering, the College of Public Health, the Carver College of Medicine, the College of Nursing, the College of Dentistry, the College of Law, and the College of Pharmacy. The Graduate College supervises graduate study offered by the University's various departments, schools and colleges, and confers master's degrees and doctorates.

### **Iowa State University**

Iowa State University of Science and Technology (ISU), Ames, Iowa, was chartered by the State General Assembly in 1858. Iowa was the first state to accept the terms of the Morrill Land Grant Act of 1862, and in March, 1864, the General Assembly awarded Iowa's grant to the University, known then as the Iowa Agricultural College. Since 1959, the University has been known as Iowa State University of Science and Technology.

The University pioneered in the establishment of agricultural curricula and was the first state institution to found a veterinary school. Experimentation and research have been integral parts of the University from its beginning, first in agriculture, and later in home economics, engineering, veterinary medicine and the physical and social sciences.

Fall 2015 headcount enrollment at the University is 36,001 students. ISU employs more than 6,100 employees (faculty and staff) and approximately 6,600 student employees.

The University is accredited by the North Central Association of Colleges and Secondary Schools as well as by appropriate professional organizations. It is also a member of the Association of American Universities.

The University is organized into the following undergraduate colleges: the College of Agriculture and Life Sciences, the College of Business, the College of Design, the College of Engineering, the College of Human Sciences, and the College of Liberal Arts and Sciences. These colleges each grant bachelor's degrees. The Graduate College administers the graduate programs of the colleges and confers the master's degree and doctor of philosophy. The College of Veterinary Medicine awards the doctor of veterinary medicine degree.

Iowa State University Extension and Outreach (ISU E&O) have 100 offices in the 99 counties across Iowa.

### **University of Northern Iowa**

Located in Cedar Falls, Iowa, the regional, comprehensive University was established in 1876 and opened on September 5, 1876, as the Iowa State Normal School. In 1909, it was renamed the Iowa State Teachers College and attained a national reputation as a leading institution in the field of teacher education. In 1961, the institution's name was changed to the State College of Iowa and degree programs were added for those not planning to teach. The change to the University of Northern Iowa was made in 1967. The University now offers courses covering a broad spectrum of curriculum on both the undergraduate and graduate level.

Fall 2015 headcount enrollment at the University is 11,981 students.

The University of Northern Iowa is a member of the American Association of State Colleges and Universities (AASCU), the American Association of Colleges for Teacher Education (AACTE), and the Council of Graduate Schools in the United States. The University is accredited through the master's degrees, the specialist's degrees and the doctorate (Doctor of Education and Doctor of Industrial Technology) by the North Central Association of Colleges and Secondary Schools (NCA). Individual programs are accredited by several national accrediting agencies.

The University is organized into the following colleges: the College of Education, the College of Business Administration, the College of Humanities, Arts and Sciences, and the College of Social and Behavioral Sciences.

The Graduate College provides a broad curriculum of advanced programs leading to master's degrees and doctorates.

### **3 Purpose**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as issued by the University of Iowa, Iowa State University and The University of Northern Iowa from qualified Suppliers who are interested in providing office related products including copy paper, toners, and other miscellaneous office related products, and services to support the purchasing process of these products for the Regents Universities. Upon implementation of the initial Contract, The Universities desire to partner with the Awarded Supplier to move towards standardization of office supplies across each and every campus to leverage savings growth through each year of the Contract. It is also the intention of the Regents Universities to make the resultant Contract and pricing available to the Iowa Department of Administrative Services (DAS), Iowa political subdivisions and all Iowa Biotechnology Association (IBA) members.

The estimated annual value of the resultant Contract is approximately \$5.5 million for the Regents Universities, and a total of approximately \$10 million for the combined spend for the Regents Universities, the DAS, and all IBA members. The initial contract term shall begin on or around January 1, 2016. The contract duration shall be an initial five (5) year contract with two (2) optional one (1) year extensions for a potential seven (7) year contract.

### **4 Goal and Objective**

The Regent Universities seek to partner with a single source, full-service, office related products supplier with a single point of accountability that guarantees competitive pricing, cost savings and the highest levels of end user (campus department) satisfaction.

## 5 Definitions

A. **Awarded Supplier:** Any Supplier selected by the Universities to receive a notice of award as a result of this RFP and to enter into a contract to provide the Universities with the products or services sought by this RFP.

B. **Campus Supply:** University of Northern Iowa's on-site campus store that provides a limited number of office supplies and janitorial products, also serves as the distribution center for ORP goods.

C. **Central Stores:** Iowa State University's on-site campus store that provides a limited number of office supplies, also serves as the delivery center for ORP goods.

D. **Contract:** Specific to the arrangement that results from this RFP, the arrangement between Regent Universities and the Awarded Supplier which is governed by this RFP, Regents terms and conditions, administrative requirements, and Supplier's proposal.

E. **Core List:** List of high volume, high spend items that are representative of the entire Regents Universities' purchasing patterns which are mutually agreed to and competitively priced.

F. **CT:** Central Time.

G. **General Stores:** University of Iowa's on-site campus store that provides a limited number of office supplies and janitorial products, also serves as the delivery center for ORP goods.

H. **May:** The term "may" denotes an advisory or permissible action.

I. **ORP:** Office Related Products.

J. **Proposal:** The entirety of the Supplier's Responses to each point of this RFP, including any and all supplemental offers or information not explicitly requested within this RFP.

K. **RFP:** Request for Proposal.

L. **Shall or Must or Will -** The term "shall" or "must" or "will" denotes mandatory requirements.

M. **Should:** The term "should" denotes a desirable action.

N. **Supplier:** For purposes of this RFP, "Supplier" means any entity responding to this RFP with the intention of winning the resulting award of contract, performing the work, and/or delivering the goods specified .

**6 SCOPE OF WORK/SERVICES**

Each Supplier should indicate their agreement, acceptance, ability to perform, and/or provide detailed answers / explanations, or note exceptions for each of the items in the Scope of Works/Services section in the eBid system.

When providing office supplies and services to The Universities, it is expected and required that the Supplier will provide the services, products, and components detailed within this Request for Proposal.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**7 Product Pricing and Financial Incentives**

The Universities desire to develop a Core List of high volume, high spend items that are representative of the entire Regents Universities' purchasing patterns. This list will be reviewed with the Awarded Supplier semi-annually in February and August. The Awarded Supplier will be required to work with the Universities to provide competitive pricing across the entire Contract including the core items, proactively align core list with changing spend patterns, and actively collaborate with the Universities on further product standardization and consolidation across the Regent Universities, and drive end users' spend to the core list. The goal is to collaboratively increase spend on core list items while further consolidating and reducing the number of core items year over year to achieve cost savings. Revisions to the core listing must be approved by all three Universities.

In addition to the core list, the Universities require the Awarded Supplier to propose a general category discount structure that would serve as the pricing base for all products purchased off of the core list. The discount percentages for each product category must be based off of the manufacturers' list price, verifiable and auditable by the Universities.

The Universities also expect the Awarded Supplier to propose financial incentives that are warranted by the proposed account relationship size, length of proposed contract term, account structure, and the proposed strategic supplier status. The financial incentives may include upfront, lump sum, signing incentive, recurring annual volume rebate, prompt payment discounts, single point delivery discounts, scholarship / internship sponsorships, etc. Suppliers shall provide details regarding financial incentives that are available in the Contract including incentive guidelines, payment schedules, etc.

**Suppliers shall provide details regarding financial incentives that they are able to provide as part of the Contract proposal, for example, signing incentives, volume rebates, prompt payment discounts, etc.**

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*(Required: Maximum 4000 characters allowed)*

**8 Account Management**

The Awarded Supplier will be expected to provide a dedicated account team and a primary point of contact for all Regents Universities' campuses under the Contract. It is imperative that the same account management team service all three Regents Universities to ensure service level consistencies under the same Contract. In addition, the account team will be responsible for ensuring order accuracy, end user experience satisfaction, and attend quarterly business review meetings with all Regents Universities. These quarterly meetings will be rotated and held on each campus. The Awarded Supplier will be required to be in attendance in person, with each campus representative either on-site or participating via conference call.

Supplier shall provide the Regents Universities with a dedicated sales/customer service representative to service and manage The Universities' account. The Supplier account management team will serve as each University's main point of contact and will work with The Universities to resolve any issues that may arise. The same account representative and account team must service all Regents Universities and must be present at all business review meetings.

**Supplier must describe the ability and plan to provide adequate staff and resource to provide satisfactory support to Regents Universities and all end users throughout the duration of the contract term.**

**Describe the proposed Account Management structure for The Regent Universities including the primary contacts and communication channels.**

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*(Required: Maximum 4000 characters allowed)*

**9 Customer Service**

Proposal is required to include contact methods available for customer service, services available from these contacts as well as response times for issues/questions that are required as a standard by Supplier. Given the unique needs of The Universities it is required that Supplier provides training to customer service teams to ensure knowledgeable and effective information is provided to end users.

**Supplier shall provide training, as needed, to The Universities at no additional cost, on all aspects of ordering, delivery, return, and customer service processes. Supplier shall detail training programs available with the proposal.**

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*(Required: Maximum 4000 characters allowed)*

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**Back Order Notifications**

Supplier shall notify an order requester immediately if any item(s) from their order is placed on back order. Supplier shall also provide to the order requesters an estimated date of product availability for the back ordered item(s).

**Please describe in detail how Supplier will process back order notifications.**

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*(Required: Maximum 4000 characters allowed)*

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**Product Inventory Levels**

Supplier shall provide inventory levels adequate to service The Universities without undue delays. Typically, The Universities would expect warehouse stocking levels at 10% above the anticipated combined needs of The Universities on core list items. It is required that Supplier agrees that there will be no cancellation or discontinuation of products from the Contract without an equal or acceptable replacement approved by the designated participating agency representative during the term of any resultant Contract. Proposal response shall detail how Supplier will meet this requirement. Failure to maintain adequate inventory levels of all core items, in multiple instances, may result in cause for termination.

**Suppliers shall describe in detail how this requirement will be met.**

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**Product Discontinuation/Substitution**

Awarded Supplier shall provide brand name products, but each University shall also have access to supplier's private label or third party products. Supplier shall work with The Universities to identify and implement alternative options that shall maintain or reduce costs. Substitute product delivery without prior written/verbal authorization will be considered a serious infringement of the Contract. In the event a substituted product is approved the cost of alternate item shall not exceed the purchase order price of the originally ordered item, alternates provided at a cost lower than original product price are considered accepted in accordance with any resultant Contract. Alternate products shall be included on the core list at a discounted price. In the event substituted product cost is billed at a rate higher than the original product's purchase order price credit shall be issued within five (5) business days.

**Supplier shall describe how it will communicate manufacturer's discontinuation of products included on the core list via e-mail along with proposed core list replacements to each University within five (5) business days of notification by manufacturer to the Supplier.**

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**Delivery and Freight**

Supplier shall provide Regent Universities with next day; FOB Destination prepaid and allowed product deliveries to each University's central receiving facilities at no cost to end users, regardless of delivery campus location. In the event next day delivery is not available it is desired that deliveries occur within three (3) to five (5) days. On-time delivery, defined as next day delivery of order within one (1) business day of placement of order to all campus locations, shall be maintained at 95% or greater. Late orders are any orders greater than one (1) delivery day, unless with approved notification. The location of work, deliveries, and services will take place at designated University of Iowa, Iowa State University and University of Northern Iowa campus locations.

Orders placed by County Extension offices, universities owned, and universities affiliated offsite entities must be directly shipped to those locations free of charge.

Supplier shall be responsible for filing and expediting all freight claims with carrier. Supplier shall bear the title and risk of loss or damage to The Universities dock / central receiving facilities, off campus locations and extension offices. Emergency/rush delivery that occurs as a result of Supplier's error will be free of charge.

**Can Supplier sufficiently meet delivery requirements to all participating Institutions? Describe any exceptions.**

**Supplier responses shall detail how deliveries exceeding the accepted delivery timelines will be communicated as well as issues resolved for orders that are not fulfilled within the maximum five (5) day delivery requirements.**

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*(Required: Maximum 4000 characters allowed)*

**Delivery Schedules**

Each University has distinct schedules for order placement and next day deliveries. Schedules for each University are as follows:

**University of Iowa**

- Next Day Delivery Order Placement Deadline: 5:00PM (CT)
- Destination Delivery: General Stores

Deliveries are required to be delivered by 7:00 a.m. CT to General Store dock unless inclement weather or truck breakdown occur. In the event either of these issues arises, the delay should be communicated to the designated University contact by 7:00 a.m. CT. A limited number of orders may require shipment directly to University of Iowa affiliate locations, in these instances direct shipment freight will be covered by Supplier.

**Iowa State University**

- Next Day Delivery: 5:00PM (CT)
- Destination Delivery: Central Stores

Deliveries are required to be delivered by 8:30 a.m. CT to Central Stores dock unless inclement weather or truck breakdowns occur. ISU may also need the capability in the near future to have all shipments delivered to a designated dock and zoned by the Supplier, based upon Iowa State University criteria, for ease of check-in and delivery. A limited number of orders could be shipped by the Supplier to outlying County Extension offices. For the County Extension offices, the freight would be covered by the Supplier.

**University of Northern Iowa**

- Next Day Order Placement Deadline: 5:00PM (CT)
- Destination Delivery: Campus Supply

Deliveries are required to be delivered by 9:00 a.m. CT to Campus Supply dock unless inclement weather or truck breakdown occur. All orders delivered to the Campus Supply dock are zoned by the Supplier, based upon University of Northern Iowa criteria, for ease of check-in and delivery. A limited number of orders could be shipped by the Supplier to outlying areas. For the outlying areas, the freight would be covered by the supplier.

**Please describe and detail how Supplier will meet the delivery requirements of each University.**

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*(Required: Maximum 4000 characters allowed)*

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### Shipping Requirements

It is required that a shipping label shall be on each package and include the following items visible on the outside of the package.

- Authorized agent/order requester
- Department name
- Purchase order
- Contract number
- Complete address including building name and room number
- Telephone number
- Campus locations to be defined by each University

**Please detail how Supplier will meet these shipping requirements as well as detail, if any, exceptions.**

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*(Required: Maximum 4000 characters allowed)*

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**Electronic Manifest**

An electronic manifest is to be emailed daily, to an email address designated by each University, for each delivery. Additionally a barcoded manifest should be affixed to each pallet delivered identifying all orders contained within that pallet.

It is required that a packing slip be included in each package that includes the following items.

- Line item description
- Quantity ordered
- Quantity included in shipment
- Backordered items
- Unit price
- Number of parcels
- Purchase order number
- List price
- F.O.B. Destination
- Electronic barcode to integrate with Universities' system and/or an electronic packing slip to be determined by each University

**Please describe in detail how Supplier will meet the electronic manifest requirements detailed herein.**

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*(Required: Maximum 4000 characters allowed)*

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**Returns**

Please describe the Supplier's proposed return policy for all Regents Universities' orders in detail. What is the process for returns of product? What items (if any) cannot be returned?

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*(Required: Maximum 4000 characters allowed)*

**1**  
**8** **Warranty**

It is desired that equipment or mechanical supply items sold under this Contract should have a minimum of one (1) year parts and labor warranty, or the manufacturers' warranty whichever is longer.

**Please describe in detail Supplier's warranty coverage.**

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*(Required: Maximum 4000 characters allowed)*

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**9** **Quarterly Business Review Meetings**

In order to maintain and enhance the long-term business relationship, the supplier account management team and the Regents Universities will meet once quarterly, at a minimum, to review reports, pricing, product updates, performance, service-related issues, and proposed initiatives. Agenda for the business review meetings shall be set by the Regents Universities. The Universities request that a Supplier representative with decision making authority shall be available for in-person meetings. Supplier shall provide cost reduction recommendations to further standardize and/or consolidate product codes and reduce costs related to the Regents Universities' account during the business review meetings as they become apparent. Quarterly reports may include, but are not limited to, the following metrics:

- Fill Rates
- Delivery Results
- Ordering Entity
- Usage by Division and Location
- Pricing Discrepancies
- Total and Quarter-over-Quarter Sales Trends
- Rebate Reporting
- Quarterly Cost Savings
- Standardization Opportunities

**Please describe and detail how Supplier will meet the requirements detailed herein.**

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*(Required: Maximum 4000 characters allowed)*

**2**  
**0** **Reporting**

Supplier shall make every effort to provide reporting, as requested by the Regents Universities. The Universities

reserve the right to request regular reporting at a frequency that is determined appropriate for each entity. If requested to provide usage reports, supplier shall deliver the report within five (5) business days of request at no additional charge to the Universities. The Universities will require regular monthly and annual usage reports that are shared with Central Stores/General Stores/Campus Supplies. At a minimum, the ability to report on the following criteria is required:

- Catalog number /SKU number for items purchased
- Manufacturer number for items purchased
- Order / invoice number
- Order / invoice date
- Unit of Measure
- Line item / transaction total quantity
- Unit Manufacturer List Price
- Unit Discount %
- Core List Price (if applicable)
- Actual Price Paid
- Total dollar value of purchases and total number of orders
- Total value of purchases and total number of orders by each campus/department at each Regents University
- Total purchases by item number
- Total value of purchases of Core Items
- Total purchases paid by purchase order vs. purchasing/procurement card
- Number of orders returned due to errors by each Regents University
- Number of orders returned due to Supplier error
- Total dollar value of surcharges, transaction fees, delivery charges, and other miscellaneous charges, if any.
- Total purchases by type of order (xml/eProcurement, email, fax, etc.)
- Other customized reports as requested

All Universities will require monthly financials to be sent to Central Stores, General Stores and Campus Supply that include at a minimum the dollar volumes by item purchased and mark-up earned. The monthly financial reports are to be emailed to respective entities by the 10th of each of month for the previous month purchases.

**Please describe in detail how Supplier will meet the reporting requirements of the Universities.**

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*(Required: Maximum 4000 characters allowed)*

**2**  
**1** **Pricing Audit**

Pricing that is offered/invoiced at a discount level that is greater than the base contract rate will be considered to be in alignment with the Contract and at no point will it be considered an undercharge requiring reimbursement to the supplier. In the event of an audit prices paid over the contracted discount/core list pricing shall be reimbursed to the appropriate University. Under no circumstances shall an invoice or price paid that provides a discount that is greater than core list or category discounts, whether due to error or other cause, will the Universities be expected to reimburse the difference to the supplier nor will the amount be netted against any overcharges.

In the event of pricing issues The Universities reserve the right to implement an audit penalty equaling 1% of the total corrected invoice(s) value resulting in over one (1) hour of review/resolution per audit as a whole by respective University. Audit penalties shall be reimbursed to the University for any invoice(s) in question including both under charges and over charges.

Supplier shall provide a compliance report, as may be requested by The Universities, which tracks service level commitments to actual performance and contract pricing to settlement. In the event pricing or discount levels reflected on invoices do not match pricing levels as stated in the Contract, The Universities and supplier shall work together to calculate and issue the indicated adjustment.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**2**  
**2** **Pricing Audit**

Please describe Supplier's process of a Pricing Audit. Include information on lead time required, amount of historical information available per request, and days to deliver completed audit.

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*(Required: Maximum 4000 characters allowed)*

**2**  
**3** **Contract Performance**

Supplier shall provide detailed methods in which the supplier will ensure compliance of the Contract and assess the expectations included in the RFP.

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*(Required: Maximum 4000 characters allowed)*

**2**  
**4** **Marketing and End User Education**

Supplier will partner with each University to market and promote the new Strategic Supplier Contract to facilitate and encourage account growth. Supplier will also partner with the Regents Universities to educate and market to campus users via product shows and other promotional formats to ensure continued high-utilization of the Strategic Supplier Contract and end users satisfaction.

**Please describe in detail how Supplier will partner with each University for marketing and promotion of the resultant agreement in the event of bid award.**

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*(Required: Maximum 4000 characters allowed)*

**2**  
**5** **Sustainability and Green Initiatives**

The Universities, whenever possible, procure goods in a manner that support recycled content, natural, plentiful or renewable, sourced in efficient manufacturing processes, locally available, reusable or recycled, recycled or recyclable product packaging, durability and deigned to facilitate dismantling, reuse or recycling.

**Supplier shall describe in details sustainability initiatives and programs that are currently in place. Please describe in detail how the Supplier can assist the Universities in sustainability efforts at each Institution.**

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*(Required: Maximum 4000 characters allowed)*

**2  
6 Sustainable / Green Consulting**

Supplier will work with the Regents Universities on any sustainable or green project that may or may not include Supplier's products. The Supplier will be evaluated on its description of the methodology and recommendations to each of the Regents Universities for implementing potential green program and product offerings and sustainability initiatives. Examples of sustainability initiatives and programs may include, but are not limited to: remanufactured toner program, "Green" delivery day (where products are not delivered to campuses), sustainable / reusable product packaging, etc.

**Please describe in detail how the Supplier can assist the Universities in sustainability efforts at each Institution.**

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*(Required: Maximum 4000 characters allowed)*

**2  
7 Remanufactured Products**

In the event of bid award the Universities reserve the right to test remanufactured products proposed by the Awarded Supplier to validate the quality and performance of such products meet the performance needs of the Universities.

**Please confirm acceptance and understanding.**

Supplier Agrees

*(Required: Check if applicable)*

## **eProcurement Integration and Support**

Suppliers must be able to integrate to and support each University's eProcurement technology for catalog and order management. Supplier will work with each University individually to negotiate any technology specific agreements required by that University. The Universities utilize the following eProcurement solutions for purchasing office related products:

- University of Iowa : eBuy (SciQuest)
- Iowa State University: CyBuy (ESM)
- University of Northern Iowa: iProcurement (Oracle)

In conjunction with The Universities' e-Procurement solutions, it is necessary to partner with a supplier who can provide punch-out sites for contract pricing for end users purchases. Following award, the Supplier will be expected to dedicate resources to the fulfillment of the entire enablement process. The Supplier will also be expected to work together with The Universities on regular auditing practices to ensure complete and full contract compliance of the electronic catalog.

**Please describe the Supplier's capability, experience, and success in implementing and supporting the different eProcurement solutions at other customers.**

**Please provide a detailed description of the Supplier's proposed timeline and implementation plan for testing, integrating, and enabling the eProcurement punch-out sites for all three Regents Universities. What is the minimum time frame required by the Supplier to rollout the fully enabled punch-out solution, and the feasibility of meeting the proposed January 1, 2016 contract start date?**

**Please also provide the Supplier's plan to collaboratively market the new Contract with the Regents Universities to end users if awarded, as well as plans for solution training to end users.**

**Please describe in detail the Supplier's specific eProcurement punch-out site features and capabilities, including, but not limited to: prominently display the core list items, display core items first as search results, display of order status, favorite lists, quote to order, level of details for the order, etc.**

**Please describe in detail how the Supplier plans to integrate and promote the Regents Universities core items in the eProcurement punch-out site.**

**Please describe in detail how the Supplier plan to provide customer support to end users in cases of questions regarding utilizing the punch-out ordering site, order status, back orders, etc.**

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*(Required: Maximum 4000 characters allowed)*

**Catalog Management**

Suppliers shall provide a comprehensive product portfolio demonstrating the ability to provide a wide array of office supplies including copy paper, general supplies, accessories, ink and toner products, etc. Some entities may desire a system whereby orders can be placed using a participating entities' internal store unit catalog product numbers. The products would require Supplier to provide updates in the form of an autoloader file. Autoloader files shall be completed and approved by The Universities a minimum of twenty (20) days before pricing is to go into effect. Supplier shall describe capability to provide this type of program.

Supplier will provide customized catalogs to The Universities for utilization by Universities' end-users. The Hosted and Punch-Out catalogs will only include products that the Universities have determined are specifically part of the Contract, at the sole discretion of The Universities. Supplier's punch-out site shall offer the ability to block items and categories of items as identified by each University to facilitate standardization and/or consolidation of product codes.

All Suppliers provided pricing in any catalogs, whether Hosted or Supplier Punch-out, shall be net pricing inclusive of all contract discounts, shipping, handling, fees and charges of any sort. Catalog content (product and pricing information) will be updated at least once per year or earlier to reflect any core list item changes on the semi-annual basis.

Suppliers are responsible for providing Universities with catalogs that contain accurate pricing and data. If Universities determine there are errors in the pricing or data attributes of a catalog, Universities will notify Supplier of those errors in writing. Supplier shall have two (2) days to review and correct the errors.

It is required that Supplier provide an online ordering portal and catalog availability that are able to process orders on any internet-based device including but not limited to a personal computer, smart phone, IPad, or tablet PC. The online ordering portal shall provide help functions, order tracking, related item prompts, display item status (shipping availability etc.) contract price, list price, product description and photo. In addition, the portal will need to be capable of directing users to the core list/preferred items. Supplier's ordering portal is required to support the browsers(s) approved by each University. The online ordering portal shall be able to restrict product categories by view on an entity basis as requested by the Regent Universities.

The online system shall be in compliance with all applicable patent, copyright and /or property right laws for such electronic systems. System reporting tools/inquiry options must be available at any time with the option to view in PDF and/or Excel format.

**Supplier shall describe capability to provide this type of program.**

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*(Required: Maximum 4000 characters allowed)*

**30 Pricing Structure**

The Universities require a competitive pricing offer that covers the breadth of product outlined throughout this Request for Proposal. The Universities expect proposals that offer consistent pricing that is better than and competitive with retail store and on-line ordering pricing, promotions, and offers. The Awarded Supplier shall ensure that the Universities receive the lower of contract pricing or public website pricing. Please describe the Supplier's ability to ensure that the lower of contract pricing or public website pricing is received by the Universities, and the plan and process to achieve this.

**Please describe in detail how Supplier will ensure competitive pricing that covers the breadth of product outlined throughout this RFP.**

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*(Required: Maximum 4000 characters allowed)*

**31 Pricing Structure-University of Iowa**

University of Iowa prefers departmental personnel place orders via punch-out web ordering using SciQuest (eBuy) with a majority of payments being processed via a ghost credit card that is encrypted with the CXML data of the order. In addition and as needed, personnel may need to place order via departmental procurement card (P-card). Awarded Supplier must comply with the University of Iowa's PCI compliance requirements. Historically, office supplies orders have been shipped to The University of Iowa General Stores and then distributed to end users by University staff. With this model a markup was included in the displayed product cost with the markup being refunded to General Stores on a monthly basis.

**Please describe in detail how Supplier will meet the requirements of The University of Iowa.**

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*(Required: Maximum 4000 characters allowed)*

**3**  
**2** **Pricing Structure-Iowa State University**

Iowa State University, items will primarily be ordered by ISU departmental personnel using a firewall protected ESM website (contracted hosting site) that integrates with ISU's contract releasing system. The site is referred to as CyBuy and payments are processed using a ghost procurement card (P-card) as the payment mechanism. Central Stores percentage markup will be built into all displayed website pricing. Prices billed will be contract pricing plus the markup. Supplier will return that percentage markup to Central Stores on a monthly basis. Items would be shipped to ISU's Central Stores and cross-docked, with delivery on campus made by Central Stores. Supplier must have the capability for Central Stores and county extension offices to order directly from supplier for stock items.

**Please describe in detail how Supplier will meet the requirements of Iowa State University.**

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*(Required: Maximum 4000 characters allowed)*

**3**  
**3** **Pricing Structure-University of Northern Iowa**

UNI prefers departmental personnel place orders via punch-out web ordering using iProcurement. In addition and as needed, personnel may need to place order via departmental procurement card (P-card). Campus Supply percentage markup will be built into all displayed website pricing. Prices billed will be contract pricing plus the markup. Supplier will return that percentage markup to Campus Supply on a monthly basis. Items will be shipped to Campus Supply and cross-docked, with delivery on campus made by Campus Supply.

**Please describe in detail how Supplier will meet the requirements of The University of Northern Iowa.**

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*(Required: Maximum 4000 characters allowed)*

**3 Pricing Structure-Core Lists: Toner and Non-Toner**

**4**

The Universities require market competitive net pricing for the core list of items provided in the attached RFP Financial Proposal Workbook, Tab A Non-Toner Core Items, and Tab B Toner Items. These are the Universities' combined high spend, high volume items during a fiscal year 2015 (July 1, 2014 – June 30, 2015). The Supplier shall indicate in the provided Excel worksheet their capability to provide exact match items, the net pricing for exact match items, as well as information and pricing for technical equivalent or lower cost substitute products, as well as indicate opportunities for further core items standardization and consolidation to achieve cost savings. Suppliers also shall provide details about the core list including the number of core list items allowed on the core list and core list management. **All unit net pricing proposed in Tab A Core Items should be EXCLUSIVE of any markups and fees.**

Suppliers providing ink & toner products solely are not required to submit Tab A Non-Toner Core Items in the attached RFP Financial Proposal Workbook.

Core item pricing must be held firm for the first year of the contract term (CY2016), after which core item pricing can be changed at the beginning of each calendar year in conjunction with core list realignment based on the Universities spend profile. The Regents Universities will update the core list semi-annually during the months of February and August. Core item updates and price changes must be reviewed in advance of becoming effective, upon mutual agreement between the Universities and the Supplier. Core item pricing shall also be made available to the DAS and all IBA members who utilize the resultant Contract Supplier.

**Please describe in detail how Supplier will manage and implement the core lists needs required by the Universities. Responses should include how many core items are allowed on the core list as well as how the core list will be managed and maintained as purchasing trends change.**

**Ink & Toner Suppliers Only: Please provide details regarding your discount structure for ink and toner supplies not on the net priced Tab B\_Toner List in the RFP Financial Proposal Workbook. Please include information such as subcategory as applicable (for example, original manufacturers products, remanufactured products, discounts based on manufacturer, etc.) and what the discount percentage is based off of (for example, mfr. list price, vendor retail price, etc.).**

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*(Required: Maximum 4000 characters allowed)*

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### Additional Toner Product Information

The Awarded Supplier should be able to provide additional information on toner products including, but not limited to, cartridge yield, the make and model of the printers the toner products support, the anticipated discontinuation dates for the printer model and toner products, etc., to assist the Regents Universities in identifying the appropriate toner products to place on the core list and potential printer standardization efforts.

**Please state your capability to provide this additional information should your company be awarded the contract.**

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*(Required: Maximum 4000 characters allowed)*

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6

### Pricing Structure-Category Discounts

In addition to the core list, the Universities require market competitive discounts by product categories for all purchases of items not on the core list. Suppliers shall provide information on their category discount structure as well as the proposed category discount percentages in the attached RFP Financial Proposal Workbook, Tab C General Category Discount. Suppliers shall also complete RFP Financial Proposal Workbook, Tab D Market Basket in order to provide more information and visibility on how the proposed category discounts translate into actual pricing that end users would pay for these non-core products.

Discounts should be based on manufacturers' list price. Should the Supplier wish to propose another general category pricing model, such as retail price less discount percentage, the Supplier must submit two versions of the RFP Financial Proposal Workbook, clearly labeling the type of discount model proposed. Discounts proposed in response to this Request for Proposal and any resultant Contract are considered minimum discounts within each category and greater discounts applied during the contract terms will still be considered under Contract and part of this Request for Proposal.

General Category Discounts must be held firm for the duration of the contract term and made available to the DAS and all IBA members who utilize the resultant Contract Supplier.

**Please describe in detail how Supplier proposed category discount be implemented.**

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*(Required: Maximum 4000 characters allowed)*

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7

**Pricing Structure-Promotional Pricing**

In order to encourage Contract utilization and ensure end users satisfaction, the Universities require that any retail store promotional pricing offers are passed through to any resultant Contract and reflected in the eProcurement solution punch-out sites, so the end users pays the lower of the contract price or the promotion price. Examples of retail promotions include, but are not limited to buy one get one at XX% off, steeper discounts due to manufacturer rebates, etc. Please provide details regarding how the Supplier will make this a successful initiative.

**Please describe in detail how Supplier will ensure promotional pricing offers are available to the Universities.**

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*(Required: Maximum 4000 characters allowed)*

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**Pricing Structure-Additional /Alternate Pricing Models for Considerations**

As applicable, please describe the Supplier's alternative pricing model or ideas / programs that would enable the Regents Universities to achieve market competitive pricing and optimal levels of sustained cost savings.

**Describe the Supplier's alternative pricing model or ideas / programs that would enable the Regents Universities to achieve market competitive pricing and optimal levels of sustained cost savings.**

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**3**  
**9** RFP Schedule

- **RFP Release Date:** October 1, 2015
- **Intent to Participate in Pre-Bid Conference:** October 6, 2015
- **Pre-Bid Conference:** October 8, 2015
- **Submission of Written Questions Due:** October 13, 2015
- **RFP Closing Date:** October 22, 2015
- **Presentations:** November 5-11, 2015
- **Proposed Starting Date of Contract:** January 1, 2016

**NOTE: The Universities reserve the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.**

The Awarded Supplier must provide office supplies products to the satisfaction of each Regent University's end users (campus departments). The Awarded Supplier will principally provide, at a minimum, all services described or listed in this RFP. If the Awarded Supplier can only meet the requested services through subcontracting services, the Supplier is expected to adhere to the policy outlined in the Subcontractor's Information section.

Supplier Agrees  
*(Required: Check if applicable)*

**4**  
**0** Period of Contract

The contract duration shall be an initial five (5) year contract with two (2) optional one (1) year extensions for a potential seven (7) year contract.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4**  
**1** Closing Date

The closing date for receipt of responses to this Request for Proposal (RFP) is October 22, 2015 at 3:00 p.m. (CT) through The University of Iowa's eBid system. It is anticipated that a final decision on the selection of a Supplier will be tentatively made by November 23, 2015.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4**

**2**

**Proposal of Clarification**

Any and all questions regarding this Request for Proposal should be submitted via e-mail to Renee Funk at renee-funk@uiowa.edu by 3:00 p.m. CT on October 9, 2015. Responses to questions will be made available in the form of an official addendum through the eBid tool by EOB, October 13, 2015.

Please note that questions concerning the electronic Request for Proposal submittal process can be directed to ebid@uiowa.edu.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4**

**3**

**Confidentiality and Restrictions on Communications**

Until the Effective Date of an agreement pursuant to this Request for Proposal, this Request for Proposal, any responses and other related documents, including but not limited to, attachments, appendices, and exhibits, shall be marked and treated as CONFIDENTIAL, as provided for preliminary correspondence under State of Iowa law. Suppliers should not communicate about the subject of the Request for Proposal with any administrator, faculty, or staff of the Buyer with the exception of the official Purchasing Department representative for this RFP.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4 RFP Evaluation**

Evaluation of proposals may be based on, but not limited to, the following criteria, which are listed in no particular order of importance.

- Pricing and financial proposal
- Response to specifications and service requirements
- Demonstrated expertise and service record
- Ability to provide eProcurement punch-out capabilities and proposed implementation support/timeline
- Financial stability of the Supplier
- Supplier's sustainability program(s)
- Supplier's commitment and demonstrated understanding of the scopes of works and services

A committee designated by The Universities will evaluate proposals to discern and recommend award to Supplier(s) proposal deemed most valuable to The Universities. Supplier's submission of a proposal constitutes Supplier acceptance of the evaluation technique and Supplier recognition and acceptance that subjective judgments will be used by The Universities during the assignment of points. Late proposals will automatically be disqualified.

These criteria are general in nature and may be used to develop a more detailed evaluation work sheet. The Universities reserve the right to evaluate financial capability of any or all Suppliers to satisfactorily complete the requirements of this RFP.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4 Short List Suppliers / Negotiations**

Upon completion of proposals review, evaluation, and scoring, The Universities reserve the right to identify a short list of suppliers or those suppliers who have scored the highest during the initial proposal evaluation. This group of Suppliers may be asked to give an onsite presentation to the Universities RFP evaluation committee.

The Universities reserve the right to conduct negotiations / multiple rounds of negotiations based on market research findings, benchmarking results, and overall proposals competitiveness, until the Universities reach satisfaction that a competitive and mutually beneficial Strategic Supplier contract can be awarded to the most responsive Supplier(s).

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4**  
**6** **Notice of Intent to Award**

Upon review and approval of the evaluation committee's and Universities recommendation for award, The Universities will issue a "Notice of Intent to Award" letter to the apparent Awarded Supplier.

The Universities will also notify all unsuccessful Suppliers as to the outcome of the evaluation process after an award/awards has/have been made.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4**  
**7** **Contract Award and Execution**

The Regent Universities will award by issuing an award letter to the Supplier(s) with the highest overall evaluated score whose proposal is the most advantageous to The Universities, price and other factors considered. The terms, conditions, and provisions of this RFP, and Supplier's response to this RFP will apply, except where the provisions of the RFP or Supplier's response conflict with the terms of this Contract or its attached Exhibits. Where such conflict exists, the terms of this Contract or the attached Exhibits shall govern. When the Contract and the attached Exhibits conflict, the Contract shall govern.

While the goal is to award the Contract in its entirety to a single Supplier, the Universities reserve the right to award this contract in whole to one vendor or to award Office Supplies to a single vendor and Toner Supplies to a single vendor.

Suppliers are discouraged from submitting their own standard terms and conditions with their proposals. Mandatory terms and conditions are not negotiable.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**4**  
**8** **Basic Data on Supplier**

Please provide the following basic data for Supplier:

- a) Name, telephone number and address, including email of Supplier.
- b) Name and title of individual authorized to bind the Supplier and submit the proposal.
- c) Name e-mail address and telephone number of person the Board may contact during the proposal evaluation process.
- d) Form of business - e.g. sole proprietorship, partnership, corporation, not-for Profit organization. If a non-Iowa corporation, indicate state of incorporation.
- e) Whether the business is owned or controlled by a parent corporation. If yes, provide the name and address of the parent corporation, nearest offices and managing office where the project staff assigned to this project will be located.
- f) Whether the Supplier is a small business or certified targeted small business as defined in Iowa Code (2011) section 15.102.

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*(Required: Maximum 4000 characters allowed)*

**4**  
**9** **Executive Summary**

Executive Summary – this part of the response to the RFP should be limited to a brief narrative highlighting the Supplier’s proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The summary should describe the following:

- a) Supplier’s understanding of Universities’ needs.
- b) Scope of services being proposed.
- c) Qualifications and understanding of needs in the products and services for office related products and accessories
- d) Brief list and description of similar projects completed (client, scope and duration of assessment, outcome, and client contact name).
- e) High level project execution plan.

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*(Required: Maximum 4000 characters allowed)*

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### Company Background

The following information is requested to evaluate the Supplier's financial stability and ability to support the commitments set forth in response to the RFP. Please include at a minimum the following:

- a) How long the company has been in business.
- b) A brief description of the company size and organizational structure.
- c) How long the company has been working with 1) higher education clients; 2) government clients; 3) commercial clients performing similar services.
- d) Recent annual financial report or bank references for evaluation of financial capability to satisfactorily complete the requirements of this RFP.

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*(Required: Maximum 4000 characters allowed)*

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### Qualifications and Experience

Please provide the following information regarding Supplier's Qualifications and Experience:

- a) A list of personnel to be assigned to this RFP, their functions in the project, length of tenure, and a detailed resume of each.
- b) Information concerning terminations, litigation and debarment. Supplier shall provide answers to the following questions:
  - i. During the last five (5) years, has the Supplier had a contract for services terminated for any reason? If so, provide full details related to the termination.
  - ii. During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending, or otherwise limiting the right of the Supplier to engage in any business, practice, or activity.
  - iii. During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Supplier to perform the required services. The Supplier must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid proposal, and with respect to the Awarded Supplier after the execution of a contract, must be disclosed in a timely manner in a written statement to The Universities.
  - iv. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Supplier on behalf of others? If so, describe the circumstances of irregularities

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*(Required: Maximum 4000 characters allowed)*

**5**  
**2** **Statement of Scope and Requirements/Deliverables**

Include a clear statement of scope demonstrating the understanding of this project and how past engagements will provide them with insights, tools, and skills required to complete this work. Also provide detailed responses pertaining to all components of the Requirements/Deliverables section.

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*(Required: Maximum 4000 characters allowed)*

**5**  
**3** **References**

Please provide the contact information and client background for three (3) client references. Submit references for clients that are most similar to the services being proposed for the Universities, preferences given to other higher education and governmental institutions.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees

*(Required: Check if applicable)*

**5**  
**4** **Reference One**

Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.

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*(Required: Maximum 4000 characters allowed)*

**5**  
**5** **Reference Two**

Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.

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**5**  
**6** **Reference Three**

Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.

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*(Required: Maximum 4000 characters allowed)*

**5**  
**7** **Financial Proposal**

Supplier must complete all four (4) tabs of the attached RFP Financial Proposal Workbook and submit along with the rest of the proposal in the provided original Excel format. The four (4) tabs of the proposal workbook are:

A - Non-Toner Core List

B - Toner List

C - General Category Discount

D - Market Basket List

Suppliers providing ink & toner products exclusively are only required to complete Tab B -Toner List in the attached RFP Financial Proposal Workbook.

**Please confirm acceptance and understanding of this requirement.**

**Supplier Agrees**

*(Required: Check if applicable)*

**5**  
**8** **Assurances, Representations and Authorization to Release Information**

**5**  
**9** **Legal Authority**

Supplier possesses legal authority to submit this proposal; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Supplier's governing entity authorizing the submittal of this proposal, including all assurances, representations contained herein, and directing and authorizing the person signing below to act in connection with the application and to provide additional information as may be required.

**Please confirm acceptance and understanding of this requirement.**

**Supplier Agrees**

*(Required: Check if applicable)*

**60 Equal Opportunity and Affirmative Action Requirements.**

Supplier will comply with all applicable federal and state equal opportunity and affirmative action requirements.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**61 True and Correct**

All statements and information made or furnished to the Board are true and correct in all material respects. Supplier has not knowingly made any false statements in its proposal. Supplier acknowledges that supplying any information determined to be false, misleading or deceptive will be grounds for disqualification from consideration.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**62 Authorization to Obtain Information**

Supplier hereby authorizes The Universities to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of an Awarded Supplier in response to this Request for Proposal. It authorizes The Universities to research the company's history, make credit checks, contact the company's financial institution, contact former and current clients of the company, and perform other related activities necessary for reasonable evaluation of this proposal.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**63 Acknowledgments**

The Supplier acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Supplier acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from The Universities or may otherwise hurt its reputation or operations. The Supplier is willing to take that risk.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**6  
4** **Release of Liability**

The Supplier hereby releases, acquits, and forever discharges The Universities, State of Iowa, Board of Regents, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Board in the evaluation and selection of an Awarded Supplier in response to this Request for Proposal.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**6  
5** **Authorization of Contact**

The Supplier authorizes representatives of The Universities to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to this Request for Proposal.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**6  
6** **Further Authorizations and Releases of Liability**

The Supplier further authorizes any and all persons or entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to The Universities in the evaluation and selection of an Awarded Supplier in response to this Request for Proposal.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**6  
7** **Certification**

Supplier certifies compliance to all requirements, terms and conditions contained within this request for proposal. Any exceptions to the terms and conditions outlined herein have been clearly stated per the requirements outlined in the 'Format of Proposal' section.

**Please confirm acceptance and understanding of this requirement.**

Supplier Agrees  
*(Required: Check if applicable)*

**68 Regent Universities Terms and Conditions**

The parties agree to comply with the terms and conditions detailed in the document titled 'Regent Universities Terms and Conditions' in the attachments section of this RFP.

**Please confirm acceptance and understanding that the Regent Universities Terms and Conditions shall govern any resultant Contract.**

Supplier Agrees  
*(Required: Check if applicable)*

**69 Proposal Compliance**

Supplier will provide a statement confirming adherence to all requirements, specifications, and terms and conditions outlined throughout this request for proposal. In the event a Supplier takes exception to any items outlined in this RFP, those are to be clearly documented in this section.

\_\_\_\_\_  
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*(Required: Maximum 4000 characters allowed)*

**Bid Lines**

**1** All pricing pertaining to this Request for Proposal should be submitted in the RFP Financial Proposal Workbook as described within the RFP.

Quantity:   1   UOM:   EA   Unit Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- No bid
- Alternate specification  
*(Attach separate sheet)*
- Additional notes  
*(Attach separate sheet)*

**Supplier Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Supplier Notes**

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By submitting your response, you certify that you are authorized to represent and bind your company.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*