



ATTACHMENT 1: VENDOR WORKSHEET

024.1 Cut Paper-Summer

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:	
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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.

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Return Policies

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

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Late Payment Fees

Describe your policy for late payment fees.

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Customer Service

Is customer and/or technical support available via:

- ☐ Toll free number (Provide number)_____
- ☐ Email (Provide address)_____
- ☐ Online help information and support
- ☐ Support material available for download
- ☐ Instant messaging support

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

List additional value added services you will provide if awarded this contract.

Sales and Marketing

Describe in detail your capacity to serve and accommodate Iowa schools.

Provide your company's plans to communicate with Iowa schools regarding this opportunity.

References

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

Name	
School/Company	
Address	
Email	
Phone Number	

Name	
School/Company	
Address	
Email	
Phone Number	

Name	
School/Company	
Address	
Email	
Phone Number	

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

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What is your current client retention/return customer rate?

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Sales to AEA Purchasing Membership/Potential Clients

REQUIRED: Accredited public, nonpublic and private schools/entities in Iowa.

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

Yes	No	Community Colleges, Public Universities & Colleges, Private Colleges
Yes	No	City, County and State Government
Yes	No	Non-accredited educational entities not contracted with AEAs (head start programs & preschools)

Geographic Capabilities

Are you able to service the entire state of Iowa? ☐ Yes ☐ No (If no, please explain below.)

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Pricing

Vendors must submit a completed pricing schedule -- ATTACHMENT 3.

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

Competitive Pricing

Check line 1, 2, 3 or 4.

	1.	Prices will be the same as those we offer on single school district bids.
	2.	Prices will be better than we offer on single school district bids.
	3.	Prices will be the same as those we offer to cooperatives and state purchasing officers.
	4.	Prices will be better than we offer to cooperatives or state purchasing officers.

Ordering Process

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

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Minimum Order

Will there be a minimum order requirement for Iowa schools?

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Environmental Responsibility

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

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Contact information for the person who will be the main contact for this contract.

Name	
Title	
Phone	
Email	

This document was completed by:

Name	
Signature	
Title	
Phone	
Email	
Date	