

## Event Summary - Online Marketplace

<b>Type</b>	Expertise/Solution Based	<b>Number</b>	MG20-81
<b>Stage Title</b>	-	<b>Organization</b>	StateOfUtah
<b>Currency</b>	US Dollar	<b>Event Status</b>	Draft
<b>Work Group</b>	Division of Purchasing	<b>Exported on</b>	1/3/2020
<b>Exported by</b>	Michael Glenn	<b>Estimated Value</b>	-
<b>Payment Terms</b>	-		

## Bid and Evaluation

<b>Respond by Proxy</b>	Allow	<b>Use Panel Questionnaire</b>	No
<b>Sealed Bid</b>	Yes	<b>Auto Score</b>	No
		<b>Cost Analysis</b>	No
<b>Alternate Items</b>	No		

## Visibility and Communication

**Visible to Public** Yes

**Enter a short description for this public event**


*Online Marketplace with a dynamic price structure. Omnia.*

## Commodity Codes

<b>Commodity Code</b>	<b>Description</b>
44120	Office supplies including folders and binders and mailing supplies and desk supplies and writing instruments, print services
21101	Dispersing and spraying appliances for agriculture including sprinklers, dusters, sprayers, composters, pollination equipment and supplies, frost protection equipment, fertilizer spreaders, irrigation systems
23150	Industrial process machinery and equipment and supplies including for rubber and plastics processing industry and pharmaceutical and optical industry and cement and ceramics and glass industry and packaging industry
23270	Welding and soldering and brazing machinery and accessories and supplies
30180	Plumbing fixtures including non-sanitary residential fixtures and faucets or taps and shower heads and jets and parts and accessories
39120	Electrical equipment and components and supplies including electrical plugs and circuit protection devices and transformers
40101	Air circulation and parts and accessories including blowers and chillers
40150	Industrial pumps and compressors and parts and accessories
42120	Veterinary services and equipment and supplies including veterinary clinical furniture and veterinary products
42140	Patient care and treatment products and supplies including medical documentation products and syringes and accessories and eyeglasses and contact lenses
42170	Emergency and field medical services products including emergency or rescue blankets and spine boards and splints and ambulance cots and defibrillators and accessories and first aid supplies and kits
42190	Medical supplies and medical facility products including hospital intercom systems and infant or child security transmitter and surgical compressed air tanks and medical instrument storage cabinets or chests and patient lifts
42280	Medical sterilization products including disinfecting or presterilization cleaning equipment and solutions and sterilization indicators and controls and wraps and packaging supplies
43200	Components for information technology or broadcasting or telecommunications including media storage devices
43210	Information technology hardware including computer hardware and accessories and printers and input data devices and electronic voting and vote-counting equipment
43221	Information technology telecommunications including call management systems or accessories including background music services
43230	Information technology software including computer software

44100	Office machines and supplies and accessories and maintenance including printers and copiers and digital duplicators
45110	Audio and visual presentation and composing equipment including projectors and supplies
45120	Photographic or filming or video equipment including cameras and darkroom supplies and media storage and accessories and photography and aerial lidar and digital orthophotography
46150	Law enforcement equipment and supplies including crowd control equipment and security and control equipment and forensic equipment and supplies
46160	Public safety and control equipment and supplies and accessories including traffic control (driver feedback signs and traffic signals) and water safety and rescue equipment and accessories and snow and ice melter and snow removal equipment and road salt
46180	Personal safety and protection equipment and supplies including safety apparel
47130	Cleaning and janitorial supplies including cleaning rags and wipes
49240	Recreation and playground and swimming and spa equipment and supplies including maintenance and repairs
50190	Prepared and preserved foods including frozen food and packaged combination meals and plain pasta and noodles and infant foods and beverages and instant mixes and supplies
54110	Timepieces including watches and clocks and parts and accessories
55120	Signage and accessories including flags and flagpoles and parts and accessories and identification documents and tags and labels
56101	Office furniture including partitions and desks and filing cabinets and credenzas and conference tables
60100	Developmental and professional teaching aids and materials and accessories and supplies
60120	Arts and crafts equipment and accessories and supplies including canvases and films and boards and paint and mediums and picture framing and drawing tools and supplies and accessories and studio aids and printmaking supplies
60130	Musical instruments and parts and accessories including alternative sounds instruments and music and dance accessories and musical instrument sets
60140	Toys and games including play houses and trikes and wagons and playmats and unit blocks and costumes or accessories and dress up centers and pretend play kits or supplies
81110	Information technology services including cloud services and data services and rental or leasing services and online database subscription services and programming and hardware or software engineering and applications training services

## Event Dates

<b>Time Zone</b>	MDT/MST - Mountain Standard Time (US/Mountain)
<b>Released</b>	-
<b>Open</b>	1/8/2020 12:00 AM MST
<b>Close</b>	2/5/2020 2:00 PM MST
<b>Sealed Until</b>	2/5/2020 2:00 PM
	 Show Sealed Bid Open Date to Vendor
<b>Q&amp;A Close</b>	1/24/2020 2:00 PM MST

## Event Users

### Event Creator

**Michael Glenn**

[michaelglenn@utah.gov](mailto:michaelglenn@utah.gov)

Phone +1 801-538-1287

### Event Owners

**Justin Dalton**

[justindalton@utah.gov](mailto:justindalton@utah.gov)

**Windy Aphayrath**

[waphayrath@utah.gov](mailto:waphayrath@utah.gov)

**SciQuest Admin**

[sciquestadmin@utah.gov](mailto:sciquestadmin@utah.gov)

**Contacts**

**Michael Glenn**

[michaelglenn@utah.gov](mailto:michaelglenn@utah.gov)

Phone +1 801-538-1287

**Stakeholders**

**Christopher Jennings**

[ctjennings@utah.gov](mailto:ctjennings@utah.gov)

**Purchasing Records Officer**

[purchgrama@gmail.com](mailto:purchgrama@gmail.com)

**Cherilyn Hess**

[chess@utah.gov](mailto:chess@utah.gov)

**Michael Glenn**

[michaelglenn@utah.gov](mailto:michaelglenn@utah.gov)

Phone +1 801-538-1287

**Christopher Hughes**

[christopherhughes@utah.gov](mailto:christopherhughes@utah.gov)

**Tiffany Rydalch**

[trydalch@utah.gov](mailto:trydalch@utah.gov)

**Tara Eutsler**

[teutsler@utah.gov](mailto:teutsler@utah.gov)

**Rachel Cheney**

[rmcheney@utah.gov](mailto:rmcheney@utah.gov)

Phone +1 801-538-3525

## Description

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Issuing Procurement Unit      Division of Purchasing & General Services  
Conducting Procurement Unit Division of Purchasing & General Services

### Online Marketplace

**SOLICITATION # MG20-81**

This Request for Proposals ("RFP"), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence.

#### **Purpose of this Solicitation**

The purpose of this RFP is for the State of Utah to enter into a contract with a vendor to provide a solution to the following problem that the Conducting Procurement Unit is experiencing:

The State is seeking to provide users with an online digital marketplace to provide transactional items that may be used routinely and needed quickly to address the everyday needs of public entities, schools, and universities.

This RFP and resulting contract award(s) is a solutions-based solicitation, meaning the State of Utah is seeking equipment, products, and/or services that meet the requirements of this RFP and that are commonly desired or are required by law or industry standards. The State is looking to have one or multiple online marketplaces that are able to provide a diverse range of transactional items that could be used in and for an office, school, and/or other settings. Offerors may submit for **one, all, or a combination** of the following categories: Education-Based Accessories, Display, Products, and Related Supplies; Information Technology Peripheral Devices and Related Products; Maintenance, Repair and Operation Products; and Office-Based Accessories, Décor, Products, and Related Supplies. **When submitting for one or more categories, Offerors may subcontract items.** Offerors may include related solutions that are complementary to the categories and items identified in this RFP.

Given the cooperative nature of this RFP, it is expected that offerors shall propose a wide array of equipment, products, and/or services at lower prices and with better value than what they would ordinarily offer to the public or to a single government entity.

#### **Background of the Conducting Procurement Unit**

##### Online Marketplace

The State of Utah has identified the need to have a digital marketplace in order to provide the State and its entities the best prices. In previous years, the State of Utah had a contract for office supplies that was based on an established discount from list price. In wanting to determine if the discount from list price offers the best value to the State of Utah, a digital marketplace for office and schools supplies was obtained which utilized a more dynamic pricing model.

The State of Utah is now seeking an Online Digital Marketplace Solution across specific categories that offers a more dynamic pricing structure to ensure the State and its entities are continually receiving the best value. Under a dynamic pricing model, the State of Utah anticipates that the market establishes the best value and the State will not need to amend the contract when the market goes up or down. Additionally, by extending this contract nationwide, the benefits of this contract are not limited to the State of Utah. Presently, many public and non-profit entities utilize online marketplaces. By offering Participating Public Agencies the ability to utilize the resultant contract(s), agencies can lower costs through reducing procurement expenses, improve their compliance and reporting, and potentially support a wider range of diverse suppliers.

##### National Contract

The State of Utah, as the Principal Procurement Agency, defined in Attachment G, has partnered with OMNIA Partners, Public Sector (“OMNIA Partners”) to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The State of Utah is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”) and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Purchasing Cooperative Agreement, a form of which is attached hereto on Attachment G, or as otherwise agreed to. Attachment G contains additional information about OMNIA Partners and the cooperative purchasing program.

OMNIA Partners is the largest and most experienced purchasing organization for public and private sector procurement. Through the economies of scale created by OMNIA Partners public sector subsidiaries and affiliates, National IPA and U.S. Communities, our participants now have access to more competitively solicited and publicly awarded cooperative agreements. The lead agency contracting process continues to be the foundation on which we are founded. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

OMNIA Partners provides shared services and supply chain optimization to government, education and the private sector. With corporate, pricing and sales commitments from the Vendor, OMNIA Partners provides marketing and administrative support for the Vendor that directly promotes the Vendor’s products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Participating Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and publicly competed. The Vendor benefits from a contract that generally allows Participating Public Agencies to directly purchase goods and services without the Vendor’s need to respond to additional competitive solicitations. As such, the Vendor must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Vendor and respond to the OMNIA Partners documents (Attachment G).

### **Expectations for Deliverables by the Conducting Procurement Unit**

Online digital marketplace providing at least one of the below categories. The items listed in each category are not restrictive or exhaustive but included to provide a general description of products and supplies that may be included. While all items described are available through an award contract, the State and Participating Public Agencies may choose to limit which categories their end users have access to.

#### Education-Based Accessories, Display, Products and Related Supplies

Items related to products and supplies used in an education-based setting which may include but is not limited to: animal and pet supplies, art supplies, craft products, books, lesson plans and curriculum, school equipment, white boards, blackboards, teaching material, and other related products.

#### Information Technology-Peripheral Devices and Related Products

Product-based supplies and solutions that involve information technology peripheral devices which may include but is not limited to: mouse, copiers, printers, cameras, video cameras, microphones, speakers, keyboard, multifunction printers, scanners, plotters, and other related items. Items in this category should not connect to a user’s network.

#### Maintenance, Repair and Operations Products

Product-based items related to the maintenance, repair, and/or general operations that include but is not limited to: building materials, hardware, cabinets, motors, pumps, paints and coatings, plumbing equipment, power tools, windows, doors, cleaning products (to include green and dye-free), carpet care products and supplies, restroom care products and supplies, waste receptacles and liners, industrial tools and supplies (such as carts, dusters, brushes, spray bottles, squeegees, and gloves), rags, wipes, and related supplies.

## Office-Based Accessories, Décor, Products, and Related Supplies

Items that could be utilized in an office-like setting and used on a semi-regular basis which may include but is not limited to: binders, folders, filing materials, storage, calendars, paper (copy, printer, photo, and presentation), notebooks, labels, post-it notes, shipping materials, envelopes, staplers, staples, paper punches, paper clips, scissors, rubber bands, cash register and thermal rolls, ink, toner cartridges, pens, pencils, markers, framing, tabletop or floor lamps, mirrors, general signage, wall décor, display cases, area rugs, mats, and other office related products.

### **Project Goals for the Conducting Procurement Unit**

In addition to specific qualifications and requirements listed later in this RFP, providers should

offer an established, out-of-the-box business-to-consumer e-commerce marketplace platform that fits the following requirements:

- Is designed as a B2C (Business to Consumer) platform to connect one or more sellers to multiple buyers.
- An established and demonstrated methodology for showing prices are generally below retail prices
- Offers the ability to make payments through the platform or to a centralized accounts receivable function via credit card functionality
- Offers a wide variety of products in multiple commodity groups with the awarded categories
- A focus on quick delivery with the majority of products being available to be delivered to users within 5 days
- A central point of contact for customer service, delivery, or account issues

And preferences for platforms include:

- out-of-the-box analytics/reporting dashboard and capabilities that are part of the platform.
- customizable workflow and governance capabilities in the platform to allow:
  - all administrators to restrict product or commodities depending on organizational internal policies and procedures.
  - full revision history of changes made and who made the workflow
- Other Capabilities
  - Secure Login
  - Online catalog of items
  - Access to online order history
  - Mobile-enabled site
  - Payment methods – Purchase Order (“PO”) or credit card
  - Standard reporting
  - Freight selection
  - Online sample request form
  - Product images (high resolution) associated with each item

### **Closing Date and Time**

The closing date and time for this sourcing event is provided below in the **Anticipated Schedule**. If your time zone is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

### **Contract Award**

It is anticipated that this RFP will result in multiple contract awards. The methodology or formula that will be used to determine the number of contract awards is based on the Cost per Points Ratio (Cost Proposal/Technical Points Received=Cost Points Ratio). All vendors within 300% of the lowest Cost Point Ratio will be awarded a contract.

## Future Procurements

The State of Utah reserves the right and may reopen this solicitation, or create a new solicitation if it determines there may be more competition for the procurement item than when the original solicitation was posted.

## Length of the Contract

The contract resulting from this RFP will be for FIVE (5) years or the time identified by the awarded vendors during the clarification phase. The Contractor shall have the right to enter local “service” agreements with Participating Public Agencies accessing the contract through OMNIA Partners, so long as the effective date of such agreement is prior to the expiration of the Contract. All local agreements may have a full potential term (any combination of initial and renewal periods) not to exceed five years. Although the scope reflects the needs and requirements of the State of Utah, OMNIA Partners Participating Public Agencies may have different requirements. Participants may elect to negotiate certain terms to conform to their purchasing and contracting requirements.

## Anticipated Schedule

The following is the anticipated schedule for this procurement. The Division reserves the right to alter these dates. All deadlines are prevailing (Daylight or Standard) Mountain Time.

ACTIVITY	DATE
RFP Issued	1/8/2020
Offeror Webinar Google Meeting (meet.google.com/axf-avqz-wmc)	1/15/2020 at 1:30 pm MST
Deadline for Questions during the Question and Answer Period	1/24/2020
RFP Offeror Submittals Due Date	2/5/2020
Identification of Potential Awarded Offeror	2/19/2020
Signing of Contract	3/4/2020
Anticipated Authorization to Proceed	3/4/2020

It is the sole responsibility of the Offerors to examine, with appropriate care and diligence prior to submitting its response to the RFP, the RFP and all conditions which may in any way affect its response or performance under the Contract (if awarded).

## Stage Description

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No description available.

1 ★ **Instructions To Vendor :**

Vendors must complete and upload Attachments B, C, and D.

**Prerequisite Content:**

**Objective Criteria**

The objective criteria, or mandatory minimum requirements, that will be used to evaluate this solicitation are the completion of Attachments B, C, and D, including D1, D2, D3, and G.

Attachments B, C, D, and G can be found in the Buyer Attachment section of this solicitation.

Vendors must complete the forms and then upload their responses to Questions 3.2, 3.3, and 3.4 in the Questions section of this solicitation.

**Certification**

I certify that I have read and agree to the this prerequisite.

**Vendor Must Also Upload a File:**

No

2 ★ **Instructions To Vendor :**

Vendors must complete and upload Attachments D1, D2, D3, E and G (if the vendor wishes to participate with Omnia Partners).

**Prerequisite Content:**

**Subjective Criteria**

To determine which proposal provides the best value to the State, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the subjective criteria listed in this prerequisites section.

The subjective criteria are located in Attachment D – Project Capability in attachment D1, D2, D3, Attachment E, and G – Requirements for National Cooperative Contract to be Administered by OMNIA Partners, Public Sector . Vendors must review and complete Attachment D, E, and G as described in that attachment.

**Certification**

I certify that I have read and agree to this prerequisite.

**Vendor Must Also Upload a File:**

No

3 ★ **Instructions To Vendor :**

All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, Administrative Rules, policies and the evaluation criteria in this RFP. Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal.

**Prerequisite Content:**

**Evaluation of Proposals**

PROPOSAL EVALUATION PROCESS

**Stage 1: Initial Review**



In the initial phase of the evaluation process, the conducting procurement unit will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements will be eliminated from further consideration.

<b><u>Objective Criteria</u></b>	<b><u>Scoring Methodology</u></b>
Completed Attachment B - Key Personnel Form	Pass / Fail
Completed Attachment C - Price Proposal Form	Pass / Fail
Completed Attachment D - Project Capability	Pass / Fail
Completed Attached E - Marketing/Education Plan	Pass/Fail
Submission submitted in SciQuest on time (Vendor clicked submit and uploaded and answered all necessary documents and questions)	Pass / Fail
Completed Attachment G – Requirements for National Cooperative Contract to be Administered by OMNIA Partners, Public Sector	Pass/Fail

## **Stage 2: Technical Proposal Evaluation**

Solicitation responses should indicate which categories that Offeror is responding to. In the responses, Offerors should: highlight experience as it relates to each category the Offeror is responding to, describe market presence to include any current presence at a national level, and indicate how Offeror would educate its team of the contract both within the State of Utah and nationally (such as how products would be distributed, a plan for meeting product needs from agencies, and how volume would be tracked and reported as necessary to the State of Utah and OMNIA Partners).

Solicitation responses that have received a passing score in each of the objective scoring criteria will then be evaluated by an evaluation committee appointed by the conducting procurement unit against the proposal evaluation criteria noted in this solicitation. Proposals will be evaluated against the evaluation criteria as follows:

<b><u>Evaluation Criteria</u></b>	<b><u>Scoring Methodology</u></b>	<b><u>Weighting of Criteria</u></b>	<b><u>Total Possible Points</u></b>	<b><u>Actual Score</u></b>
Attachment D1 - Level of Expertise Plan (LE)	1, 5, or 10	45%	225	
Attachment D2 - Risk Assessment Plan (RA)	1, 5, or 10	25%	125	
Attachment D3 - Value Added Plan (VA)	1, 5, or 10	15%	75	
Attachment E - Marketing/Education Plan	1, 5, or 10	15%	75	
<b>Total Technical Score</b>		<b>100%</b>	<b>500</b>	

The evaluation team will provide a score using the above mentioned methodology using the following:

- 1 point – Offeror has demonstrated experience but was poor performing with supporting metrics
- 5 points – Offeror has no experience or experience with no demonstrated or verifiable metrics
- 10 points – Offeror has experience and is high performing with supporting or verifiable metrics

The evaluation committee, for this RFP, will tally the final scores for criteria other than cost to arrive at a consensus score by the following method: an average of the individual scores.

Offerors who receive a minimum of **425** Technical Criteria points will move on to the Cost Proposal stage.

## **Final Stage: Cost Proposal Evaluation**

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(6), the cost proposal will be evaluated independently from the technical proposal; and as such, must be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Offeror must upload a completed market basket for each category that the vendor wishes to be considered for in the Questions section of this solicitation. If an offeror fails to upload a completed market basket, then its proposal will be considered non-responsive and the proposal will be rejected.

Failure to submit cost or pricing data separately will result in your proposal being judged as non-responsive and ineligible for contract award.

Offerors successful in the technical evaluation will advance to the Final Stage: Cost Proposal Evaluation. The Offeror with the lowest Cost Point Ratio will be awarded a contract. Any Offeror whose Cost Point Ratio is within 300% of the lowest Cost Point Ratio will also be awarded.

Total Cost will be computed by adding up the proposed cost for all the items in each market basket. The formula to compute the Cost Point Ratio is: Total Cost/Technical Points = Cost Point Ratio. This will be done for each category individually.

The State reserves the right to reject any Proposal if it determines that the Price Proposal is significantly unbalanced to the potential detriment of the State.

### **Certification**

I certify that I have read and agree to the terms above.

### **Vendor Must Also Upload a File:**

No

#### **4 ★ Instructions To Vendor :**

Offerors may request that part of its proposal be protected by submitting a Claim of Business Confidentiality Form. See the Buyers Attachment section.

### **Prerequisite Content:**

#### **Protected Information**

**Pricing may not be classified as confidential or protected and will be considered public information.**

**Process for Requesting Non-Disclosure:** To protect information under a Claim of Business Confidentiality, an Offeror must complete the Claim of Business Confidentiality form, at the time the proposal is submitted, with the following information:

- Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
- Submit an electronic "redacted" (excluding protected information) copy of the proposal. Copy must clearly be marked "Redacted Version."

The Claim of Business Confidentiality form may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

An entire proposal cannot be identified as "**PROTECTED**", "**CONFIDENTIAL**" or "**PROPRIETARY**".

**Redacted Copy:** If an Offeror submits a proposal that contains information claimed to be confidential or protected, the Offeror **MUST** submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and one non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

All materials submitted become the property of the State of Utah. Materials may be evaluated by anyone designated by the State as part of the evaluation committee. Materials submitted may be returned only at the State's option.

### **Certification**

I certify that I have read and agree to the terms above.

### **Vendor Must Also Upload a File:**

No

#### **5 ★ Instructions To Vendor :**

Offeror may take exception and/or propose additional language to the Standard Terms and Conditions that have been attached to this RFP.

**Prerequisite Content:**

**Standard Terms and Conditions (Exceptions and Negotiations)**

Any contract resulting from this RFP will include, but not be limited to the Standard Terms and Conditions.

Exceptions and/or additions to the Standard Terms and Conditions are strongly discouraged. However, any requested exceptions and/or additions to the Standard Terms and Conditions must be submitted as an answer to the corresponding question in the Question Section of this solicitation. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Offerors may not submit requests for exceptions and/or additions by reference to a vendor's website or URL. URLs provided with a proposal may result in that proposal being rejected as non-responsive. Offerors may submit questions during the Question and Answer period regarding the Standard Terms and Conditions.

The State may refuse to negotiate exceptions and/or additions that are determined to be excessive; that are inconsistent with similar contracts of the procurement unit; to warranties, insurance, or indemnification provisions that are necessary to protect the procurement unit after consultation with the Attorney General's Office or other applicable legal counsel; where the solicitation specifically prohibits exceptions and/or additions; or that are not in the best interest of the procurement unit.

In a multiple award, the State reserves the right to negotiate exceptions and/or additions to terms and conditions in a manner resulting in expeditious resolutions. This process may include beginning negotiations with the Offeror having the least amount of exceptions and/or additions and concluding with the Offeror submitting the greatest number of exceptions and/or additions. Contracts may be executed and become effective as negotiations are completed.

For any proposed change(s), Offeror must provide the State of Utah's Standard Terms and Conditions for this solicitation in Microsoft Word format with redline edits. Additional terms or documents must be submitted in separate Microsoft Word documents. Offeror must also provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations.

Any mandatory required acceptance of an Offeror's terms and conditions may result in the proposal being determined to be non-responsive.

An award resulting from this RFP is subject to successful contract terms and conditions negotiation (if required). The State may reject a proposal if the offeror who submitted the proposal fails to sign a contract within 90 days after the contract award.

**Certification**

I certify that I have read and agree to the terms above.

**Vendor Must Also Upload a File:**

No

6 ★ **Instructions To Vendor :**

The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.

**Prerequisite Content:**

**Closing Date**

Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled “Review & Submit”, then check the box under the “Certification” heading to certify their bid. Then click the blue box labeled “Submit Response” in order to submit their bid.

Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. No faxes or hard copies will be accepted.

When submitting a proposal or modification to a proposal electronically, Offerors must allow sufficient time to complete the online forms and upload documents. This RFP will close at the closing time posted on SciQuest. If an Offeror is in the middle of uploading a proposal when the closing time arrives, SciQuest will stop the process and the proposal or modification to a proposal will not be accepted.

It is the Offeror's responsibility to ensure that they have completed all requirements, read and reviewed all documents, submitted all required information, uploaded all required forms, and submitted their proposal prior to the closing time. Even if an Offeror completes all sections, but does not submit their proposal, the State of Utah Division of Purchasing will not be able to receive their proposal and they will be deemed non-responsive.

Be aware that entering information and uploading documents onto SciQuest may take time. Offerors should not wait until the last minute to submit a proposal. Offerors are strongly encouraged to start the submission process early in order to allow sufficient time for completing their proposal. If an offeror is still working on its proposal when the solicitation closes then when the screen refreshes to the next page, it will receive a 500 Session Timed Out Application Error. After reopening the solicitation an offeror will see that the solicitation is closed and it will not be allowed to submit its proposal. As such, it is strongly recommended that proposals be uploaded and completed at least two days before any established deadline in the solicitation so that a proposal will not be received late and be ineligible for award consideration.

#### **Certification**

I certify that I have read and agree to the terms above.

#### **Vendor Must Also Upload a File:**

No

#### **7 ★ Instructions To Vendor :**

Additional information regarding this solicitation.

#### **Prerequisite Content:**

#### **Additional Information Regarding this Solicitation**

## **Addenda**

Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit.

Addenda shall be published within a reasonable time prior to the deadline that proposals are due, to allow prospective offerors to consider the addenda in preparing proposals. Publication at least 5 calendar days prior to the deadline that proposals are due shall be deemed a reasonable time. Minor addenda and urgent circumstances may require a shorter period of time. After the due date and time for submitting a proposal to this RFP, at the discretion of issuing procurement unit, addenda to this RFP may be limited to Offerors that have submitted proposals, provided the addenda does not make a substantial change to this RFP.

## **Question and Answer Period**

The Question and Answer period closes on date and time specified on SciQuest. All questions must be submitted through SciQuest during the Question and Answer period. Answers from the State will be posted on SciQuest. Questions may include notifying the State of any ambiguity, inconsistency, scope exception, excessively restrictive requirement, or other errors in this RFP. Questions are encouraged.

Questions may be answered individually or may be compiled into one document.

Questions may also be answered via an addendum. An answered question or an addendum may modify the specification or requirements of this RFP. Answered questions and addenda will be posted on SciQuest. Offerors should periodically check SciQuest for answered questions and addenda before the closing date. It is the responsibility of the Offerors to submit their proposals as required by this RFP, including any requirements contained in an answered question and/or addenda.

## **Property of the Division**

All documents submitted by the Offeror in response to this RFP become the property of the Division and will not be returned to the Offeror, except for the protected records as described below. (Government Records Access and Management Act (GRAMA)).

## **Errors**

If the Offeror identifies any mistake, error, or ambiguity in the RFP at any time during the procurement process, it is the duty of the Offeror to notify the Division of the recommended correction in writing.

## **Prohibited Activities**

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT for the State of Utah Division of Purchasing procurement officer overseeing this RFP.

If the Offeror or anyone representing the Offeror offers or gives any advantage, gratuity, bonus, discount, bribe, or loan of any sort to the State of Utah or any of its employees, agents or representatives at any time during this procurement process the Division will immediately disqualify the Offeror.

## **Late Proposals**

The Division will not consider any late Proposals. Proposals received after the deadline for submittal of Proposals will be returned to the Offeror, unopened.

## **State Rights**

The State may investigate the qualifications of any Offeror under consideration, may require confirmation of information furnished by an Offeror, and may require additional evidence of qualifications to perform the Work described in this RFP. The State reserves the right, in its sole and absolute discretion, to:

1. Reject any or all Proposals.
2. Issue a new RFP.
3. Cancel, modify, or withdraw the entire RFP.
4. Cancel the award of any Contract before execution without liability.
5. Issue Addenda, supplements, and modifications to the RFP.

6. Modify the RFP process (with appropriate notice to Proposers).
7. Appoint an Evaluation and Selection Committee and evaluation teams to review Proposals, and seek the assistance of outside technical experts in Proposal evaluation.
8. Revise and modify, at any time before the Proposal Due Date, the factors it considers in evaluating Proposals and to otherwise revise or expand its evaluation methodology. The Division may extend the Proposal Due Date if such changes are deemed by the Division, in its sole discretion, to be material and substantive.
9. Hold meetings and/or exchange correspondence with the Proposers responding to this RFP to seek an improved understanding and evaluation of the Proposals. If individual informational meetings are held, the Division affords all Proposers an opportunity to participate in such meetings.
10. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the Proposals.
11. Waive weaknesses, discrepancies, informalities, omissions or minor irregularities in Proposals, and seek and receive clarifications to a Proposal.
12. Hold the Proposals under consideration for the duration of the Contract Award Period.
13. Refuse to consider a Proposal, once submitted, or reject a Proposal if such refusal or rejection is based upon, but not limited to, the following:
  1. Default on the part of an Offeror under previous contracts with the State;
  2. Unsatisfactory performance of previous work by Offeror under previous contracts with the State;
  3. Debarment or suspension under Division or Federal regulations to the Offeror;
  4. Any other reason affecting the Proposer's ability to perform, or record of business integrity; and/or
  5. The Proposer is not otherwise qualified and eligible to receive an award of the Contract under applicable laws and regulations.

### **Disclaimers**

This RFP does not commit the State to enter into a Contract, nor does it obligate the State to pay for any costs incurred in preparation and submission of Proposal(s) or in anticipation of a Contract. By submitting a Proposal, a Proposer disclaims any right to be paid for such costs.

In no event is the State to be bound by, or liable for, any obligations with respect to the Work or the Project until such time (if at all) as the Contract, in form and substance satisfactory to the State, has been executed and authorized by the Division and approved by all required authorities.

Offerors are responsible to review Part 16 of the Utah Procurement Code and applicable rules to understand the State's protest process. Any protest not set forth in writing within the time limits specified in Part 16 is null and void and will not be considered.

In submitting a Proposal in response to this RFP, the Proposer is specifically acknowledging these disclaimers.

### **Proposal Revisions**

During the clarification phase the State may enter into a discussion with the selected Offeror to determine final costs based on the final scope of work approved by the State and the vendor. During these discussions the selected Offeror's total price may not go higher than originally priced.

### **Equivalent Specification**

Wherever in this RFP, an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Offerors.

### **Samples**

Offerors may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the invitation for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for proposals, be returned at the Offeror's expense. Samples must be labeled or otherwise identified as specified in the invitation for proposals by the procurement unit.

### **New Technology**

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

If the State of Utah Department of Technology Services is conducting this RFP then the Department of Technology Services has the authority to allow any and all State of Utah Executive Branch Agencies to participate in any contract resulting from this RFP in the event a procurement need arises. Allowing additional Executive Branch Agencies to participate in a contract resulting from this RFP will require a contract amendment and participation will be limited to the procurement items or scope of work identified in this RFP. All technology contract amendments will be issued in accordance with State of Utah Technology Governance Act § 63F-1-205, Utah Procurement Code, and Utah Administrative Rule R33-12-502.

### **Eligible Users**

In addition to OMNIA Partners Participating Public Agencies outside the State, this contract will be for the benefit of all Utah public entities, nonprofit organizations, and agencies of the federal government, i.e. State of Utah departments, agencies, and institutions, political subdivisions (colleges, universities, school districts, special service districts, cities and counties, etc.).

The following Eligible Users are allowed to use the awarded contract: State of Utah's government departments, institutions, agencies, political subdivisions (i.e., colleges, school districts, counties, cities, etc.), and, as applicable, nonprofit organizations, agencies of the federal government, or any other entity authorized by the laws of the State of Utah to participate in State Cooperative Contracts will be allowed to use this Contract.

Each Eligible User is considered an individual customer. Each Eligible User will be responsible to follow the terms and conditions of this RFP. Eligible Users will be responsible for their own charges, fees, and liabilities. Contractor shall apply the charges to each Eligible User individually. The State is not responsible for any unpaid invoice.

### **Certification**

I certify that I have read and agree to the terms above.

### **Vendor Must Also Upload a File:**

No

## **8 Instructions To Vendor :**

If an Offeror is awarded a contract from this RFP then it is required to provide a quarterly administrative fee and report per the requirements listed below; this said quarterly administrative fee and report is only related to Utah agencies that utilize this Contract. In addition to the quarterly administrative fee and report, the successful Offeror will also be required to sign Attachment G (Requirements for National Cooperative Contract to be Administered by OMNIA Partners, Public Sector), Exhibit B, OMNIA Partners Administration Agreement; the terms and conditions outlined in Attachment G related to Participating Public Agencies include those both within and outside of the State of Utah. Offerors should have any reviews required to sign the document prior to submitting a response as an Offeror's response should include any proposed exceptions to the OMNIA Partners Administration Agreement..

### **Prerequisite Content:**

#### **Contract Administrative Fee and Quarterly Usage Report**

The intention of the below fee and quarterly report is to be limited to only Utah agencies; the following Contract Administrative Fee and Quarterly Report requirements will apply to the awarded contract:

**Quarterly Administrative Fee:** Offeror agrees to provide a quarterly administrative fee to the Division of Purchasing in the form of a check, EFT or online through the Division's Automated Vendor Management System. Checks will be payable to the "State of Utah Division of Purchasing" and will be sent to State of Utah, Division of Purchasing, 3150 State Office Building, Capitol Hill, PO Box 141061, Salt Lake City, UT 84114. **The Administrative Fee will be 1% and will apply to all purchases (net of any returns, credits, or adjustments) made under the awarded contract.**

**Quarterly Utilization Report:** Offeror agrees to provide a quarterly utilization report, reflecting net sales to the State during the associated fee period. The quarterly utilization report will show, at a minimum, the quantities and dollar volume of purchases by each: State of Utah Departments and Agencies, Cities, Counties, School Districts, Higher Education, Special Service Districts, and Other. The quarterly utilization report will be provided in secure electronic format through the Division's Automated Vendor Usage Management System found at: <https://statecontracts.utah.gov/Vendor>.

**Report Schedule:** The quarterly utilization report shall be made in accordance with the following schedule:

Period Ends: Reports Due:  
March 31 April 30  
June 30 July 31  
September 30 October 31  
December 31 January 31

**Fee Payment:** After the Division of Purchasing receives the quarterly utilization report, it will send the Offeror an invoice for the total quarterly administrative fee owed to the Division of Purchasing. Offeror shall pay the quarterly administrative fee within thirty (30) days from receipt of invoice.

**Timely Reports and Fees:** If the quarterly administrative fee is not paid by thirty (30) days of receipt of invoice or the quarterly utilization report is not received by the report due date, then the Offeror will be in material breach of the awarded contract.

**Past Reports and Fees:** The State reserves the right to not sign a contract resulting from this solicitation with a vendor that was awarded a previous contract that is not current on its administrative fee and administrative reports.

### **Certification**

I certify that I have read and agree to the terms above.

### **Vendor Must Also Upload a File:**

No



## Buyer Attachments

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<b>Terms and Conditions for Goods &amp; Services</b>	TCCoopGoodsServices-051319 (1)_UpdatedNH.docx	../Attachments/TCCoopGoodsServices-051319 (1)_UpdatedNH.docx
<b>Description of Solicitation Process</b>	Description of Solicitation Process.docx	../Attachments/Description of Solicitation Process.docx
<b>Attachment B - Key Personnel Form</b>	ATTACHMENT+B+Key+Personnel+Proposal+Form+-+Updated.docx	../Attachments/ATTACHMENT+B+Key+Personnel+Proposal+Form+-+Updated.docx
<b>Attachment C - Price Proposal Sheet</b>	ATTACHMENT+C+Price+Proposal.docx	../Attachments/ATTACHMENT+C+Price+Proposal.docx
<b>Attachment D - Project Capability Statement</b>	ATTACHMENT+D+Project+Capability+Submittal.docx	../Attachments/ATTACHMENT+D+Project+Capability+Submittal.docx
<b>Attachment E - Marketing/Educational Materials</b>	MG20-81 - Attachment E.docx	../Attachments/MG20-81 - Attachment E.docx
<b>Attachment F - Weekly Risk Reporting System</b>	ATTACHMENT+F+Weekly+Risk+Reporting+System+Guide.docx	../Attachments/ATTACHMENT+F+Weekly+Risk+Reporting+System+Guide.docx
<b>Attachment F1 - WRR Template</b>	Attachment F1 - WRR Template.xlsx	../Attachments/Attachment F1 - WRR Template.xlsx
<b>Attachment G - OMNIA Participation Agreement</b>	MG20-81 - Attachment G - OMNIA Partners 11.13.19.docx	../Attachments/MG20-81 - Attachment G - OMNIA Partners 11.13.19.docx
<b>Claim of Business Confidentiality Information</b>	confidentialityclaimform (1).doc	../Attachments/confidentialityclaimform (1).doc
<b>Changing your Time Zone</b>	Changing Your Time Zone.pptx	../Attachments/Changing Your Time Zone.pptx
<b>Examples of Attachment D</b>	Examples for Attachment D.docx	../Attachments/Examples for Attachment D.docx
<b>Draft Score Sheet</b>	Draft Scoresheet Unlocked.xlsm	../Attachments/Draft Scoresheet Unlocked.xlsm

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**Group 1: Acceptance of Prerequisites**

- 1.1 Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★  
Yes/No
- 1.2 Offeror acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: [www.commerce.utah.gov](http://www.commerce.utah.gov). ★  
Yes/No
- 1.3 Offeror acknowledges that it has uploaded a document providing a point-by-point response to the following prerequisites: the mandatory minimum requirements prerequisite, the technical requirements prerequisite, and any other prerequisite that required a document to be uploaded. ★  
Yes/No
- 1.4 In the event that an Offeror offers pricing discounts for educational entities that (1) are applicable to this solicitation and (2) result in lower pricing than what is generally offered to other governmental entities, please attach a separate cost proposal labeled "Educational Pricing" to your proposal. This cost proposal for Educational Pricing is to be submitted in addition to the original Cost Proposal Form and will only be available to authorized end users. The Educational Pricing will not be used to evaluate costs. Offeror acknowledges that it has read and understands this question. ★  
Yes/No
- 1.5 Does Offeror have an outstanding tax lien in the State of Utah? If yes, Offeror must provide a statement regarding its debarment or suspension. ★  
Yes/No
- 1.6 Is Offeror an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by Offeror's manager at the State of Utah. ★  
Yes/No
- 1.7 If awarded a State Cooperative Contract Offeror understands that its resulting contract may be terminated for convenience, without cause, if there is no reported spend for any one fiscal year of its contract. ★  
Yes/No

**Group 2: Vendor Information**

- 2.1 Please provide your firm's legal company name. ★  
Text (Multi-Line)
- 2.2 Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.) ★  
Text (Multi-Line)
- 2.3 Please provide your firm's contact information for the resulting contract, including the name, phone number, and email address of your firm's authorized representative. ★  
Text (Multi-Line)
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★  
Text (Multi-Line)

- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★  
Text (Multi-Line)
- 2.6 Identify your firm's type of business. ★  
Dropdown List (Pick One)  
Partnership  
Government  
Sole Proprietor  
Limited Liability Company  
Not-for-Profit Corporation  
For-Profit Corporation
- 2.7 Identify your company's Point of Contact for this solicitation, include the point of contact's phone number and email address. ★  
Text (Multi-Line)
- 2.8 Is Offeror (owners, principles, partners) a retiree currently receiving benefits through the Utah Retirement Systems (URS)? ★  
Yes/No

**Group 3: Vendor's Submission**

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- 3.1 I have either attended the pre-proposal meeting or viewed the webinar of the pre-proposal meeting. ★  
Yes/No
- 3.2 Upload your completed response for Attachment B: Key Personnel Proposal Form. ★  
File Upload
- 3.3 Upload your response for Attachment D: Project Capability Submittal (LE, RA, VA) Checklist and Format. ★  
File Upload
- 3.4 Upload your completed Attachment E here. ★  
File Upload
- 3.5 If your firm is requesting parts of its proposal be protected please upload your Claim of Business Confidentiality Form here as well as your redacted proposal. ★  
File Upload
- 3.6 Any exceptions to the Terms and Conditions must be uploaded here in the format outlined in Prerequisites: Standard Terms and Conditions (Exceptions and Negotiations). Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. If you have no exceptions, upload a document stating "None". ★  
File Upload
- 3.7 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit.  
Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit.  
Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. ★  
Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation.  
Yes/No

- 3.8 Upload your response for Attachment G: Requirements for National Cooperative Contract to be Administered by OMNIA Partners, Public Sector. If you do not wish to participate in the nationwide portion of this contract, upload a word doc stating so. ★  
File Upload

**Group 4: Award Categories**

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- 4.1 Do you want to be considered for the Education category and have you inputted cost data for all items in the Education market basket? ★  
Yes/No
- 4.2 Do you want to be considered for the Information Technology (IT) category and have you inputted cost data for all items in the IT market basket? ★  
Yes/No
- 4.3 Do you want to be considered for the Maintenance, Repair, and Operations (MRO) category and have you inputted cost data for all items in the MRO market basket? ★  
Yes/No
- 4.4 Do you want to be considered for the Office category and have you inputted cost data for all items in the Office market basket? ★  
Yes/No

## Product Line Items

### Group P1: Education Category Market Basket

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P1.1	Cleaner, Board, Dry Erase, 8 OZ Input the cost for one Cleaner, Board, Dry Erase, 8 OZ as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P1.2	Tape Input the cost for a pack of Tape, Eco, Magic, 3/4" x 900", 10 PK as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	TP - Ten Pack	-	-	-
P1.3	Crayon Input the cost for a box of Crayon, 3-5/8", Cryaola, 24/Box as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	BX - Box	-	-	-
P1.4	Glue Input the cost for one Glue School, Elmers, 4 OZ as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P1.5	Eraser Input the cost for one Eraser, Magnetic, Dry Erase as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P1.6	Glue Stick Input the cost for a pack of Glue Stick, Classroom, 30/PK as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	PK - Pack	-	-	-
P1.7	Calculator Input the cost for one Calculator, Graphing, TI84 Plus as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-

### Group P2: Information Technology Category Market Basket

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P2.1	Wireless Mouse and Keyboard Input the cost for one Logitech MX800 Wireless Keyboard & Mouse as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P2.2	27 Inch Display Input the cost for one HP 27ER 27 Inch Display as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P2.3	Headset Input the cost for one Headset, CLRCHT, CMFRT, USB, LGTCH as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P2.4	Presenter Input the cost for one Presenter, Wireless, R400 as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P2.5	Headset Input the cost for one Headset, Ear Bud, BK as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-

### Group P3: Maintenance, Repair, Operations Market Basket

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P3.1	Battery Input the cost for a pack of Standard Battery, AA, Alkaline, 24/PK as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	PK - Pack	-	-	-
P3.2	Caulk Input the cost for one Adhesive Caulk, 5.5 OZ, White as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P3.3	Electrical Tape Input the cost for one Electrical Tape, 7 mil, 3/4" x 66 ft., Blk as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P3.4	Safety Glasses Input the cost for one Safety Glasses, Clear, Uncoated as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	EA - Each	-	-	-
P3.5	Disposable Gloves Input the cost for one Disposable Gloves, Latex, L, Blue, 50/PK as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	PK - Pack	-	-	-

#### Group P4: Office Category Market Basket

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P4.1	Manila File Folder Input the cost for one Manila File Folder, Letter Size, 50/Box as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	BX - Box	-	-	-
P4.2	Highlighter Input the cost for one Highlighter, Assorted, 12/Pack as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	PK - Pack	-	-	-
P4.3	Copy Paper Input the cost for one ream of Copy Paper, 8.5" x 11", 20LB, White as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	RM - Ream	-	-	-
P4.4	Binder Clip Input the cost for one box of Clip, Binder, Small, 12/Box as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	BX - Box	-	-	-
P4.5	Sticky Notes Input the cost for one pack of Note, Post-It, 1.5" X 2", Neon, 12/PK as of January 25th, 2020. If inputting an equivalent item, note the equivalent item and how it's equivalent in the notes.	1	PK - Pack	-	-	-