



ONLINE MARKETPLACE FOR PURCHASES OF PRODUCTS AND SERVICES
RFP # R-TC-17006 Solicitation and Evaluation Summary

Background

On September 14th, 2016 the Prince William County Public Schools (PWCPS) Procurement Office issued a Request for Proposals (RFP) for interested suppliers to provide an Online Marketplace for the Purchase of Products and Services to satisfactorily support PWCPS, and other public agencies supported under this contract. PWCPS served as Lead Public Agency on behalf of the U.S. Communities Government Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), state, other government agency or nonprofit organization may purchase Products and Services through this contract.

Solicitation Process

1. RFP (RFP #R-TC-17006) was issued in accordance with VA State Statutes on September 14th, 2016.
2. We advertised the solicitation in the *Gainesville Times* newspaper (affidavit attached), posted the solicitation on the PWCPS website (<https://pwcs.ss9.sharpschool.com/departments/purchasing/solicitations/>), the Virginia's e-Procurement Portal at: <https://eva.virginia.gov/>, and the U.S. Communities website (www.uscommunities.org). Notification was sent to 3,334 individual vendors through PWCS bidders list in addition to the vendors notified by US Communities.

Questions pertaining to the bid process or specifications were accepted from suppliers up until September 30th, 2016

3. We received twelve (12) sealed proposals in response to the RFP that were stamped and stored unopened until October 14th, 2016 from the following:
 - Amazon Business
 - American Product Distributors
 - Complete Book & Media Supply
 - Essendent
 - Innoseal
 - Hi-Touch
 - Music and Arts
 - LD Products
 - Peripole, Inc
 - Scull Studios
 - Textbook Warehouse
 - World ERP
4. The proposals from American Product Distributors, Complete Book & Media Supply, Innoseal, Hi-Touch, Music and Arts, LD Products and World ERP were deemed non-responsive due to falsifying that they have an application pending with the State Corporation Commission.
5. Copies of the five valid bids received from Amazon Business, Essendent, Peripole, Scull Studios and Textbook Warehouse were sent on October 18th, 2016 to the Evaluation Team ("Team") consisting of the following:

Voting Members:

- Sharon Loosman- North Carolina State University, NC
- Renee Medlin- City of Kansas City, MO

- Jeff LaPorta- Harford County Public Schools, MD
- Anthony Crosby- Prince William County Public Schools, VA

Evaluation of Bids

1. All Team members conducted individual evaluations of each Proposal received based on the criteria stated in Section 7 of the RFP, and in accordance with, and subject to, all relevant statutes, ordinances, rules and regulations that govern procurement in the State of Virginia.

The Evaluation Team determined the proposal whose terms were most advantageous to the Lead Public Agency and potential Participating Public Agencies, based on the following criteria:

- A. Compliance with the terms and conditions of the RFP;
- B. Ability to meet the performance requirements of this RFP;
- C. Experience, Background, Qualifications, Capability, Marketing, (including past performances, administration, management capabilities);
- D. Products and services offerings (extent of offerings);
- E. Discount/rebate schedules;
- F. Pricing on market basket items;
- G. Cost effectiveness and Value;
- H. Financial Qualifications;
- I. Company Environmental Initiatives;
- J. References

2. The Evaluation Team submitted their individually completed evaluation matrix to Anthony Crosby on or before October 26th, 2016.
3. Prince William County Public Schools and U.S. Communities independently conducted a pricing analysis on a market basket of items collected from the Evaluation Team to Provide the Evaluation Team with an objective comparison of the pricing submitted by each proposer.
4. The Evaluation Team met in Manassas, VA on October 26th and 27th, 2016.
5. The Team reviewed the proposals submitted by Amazon Business, Essendent, Peripole, Scull Studios and Textbook Warehouse and made a list of questions as we discussed each proposal. The team members provided their updated individual scores for each proposal, which Anthony recorded on the combined scoring matrix (projected on the screen) and the total scores were averaged.
6. The Team held a conference call with the two highest ranked proposers: Amazon Business and Essendent. During these calls the list of prepared clarification questions was discussed. Each proposer provided verbal clarifications during their call. Anthony e-mailed each proposer the list of questions and requested a written response.
7. The Team re-evaluated their individual scores for each vendor based on the information obtained during the conference calls.
8. All additional information received from each proposer was forwarded to each Evaluation Team member for review and comments.
9. The Evaluation Team unanimously agreed on recommending Amazon Business as the proposer having the most comprehensive and advantageous bid and best overall solution for PWCPS and potential participating public agencies nationwide through U.S. Communities.
10. A recommendation was made to the PWCPS Council for consideration at the regularly scheduled Council meeting on January 18th, 2017 to award the contract as recommended.
11. A Notice of Intent to Award was posted on the PWCPS Purchasing website from December 16th, 2016 to December 26th, 2016.
12. PWCPS Board approved the contract with Amazon Business on January 18th, 2017.

13. The effective date of the contract and Master Agreement is be January 18th, 2017 for the term of five (5) years with the option to renew for three (3) additional two-year terms.