



ERGONOMIC SOLUTIONS  
Executive Summary

**Lead Agency:** Region 4 Education Service Center      **Solicitation:** RFP #18-04  
**RFP Issued:** November 1, 2017      **Pre-Proposal Date:** N/A  
**Response Due Date:** December 21, 2017      **Proposals Received:** 8

**Awarded to: Fellowes, Inc. dba ESI Ergonomic Solutions**

The Board of Directors of Region 4 Education Service Center (ESC), with the assistance of The Cooperative Purchasing Network (TCPN), issued RFP 18-04 for Ergonomic Solutions on November 1, 2017, to establish a national cooperative contract for Ergonomic Solutions.

National Cooperative language was included in the RFP: Section A. Introduction, I. Background and Region 4 Education Service Center. It states:

*“Region 4 Education Service Center (“Region 4 ESC” herein “Lead Public Agency”) on behalf of itself and all state, local governments, school districts, and higher education institutions in the United States of America, and other governmental agencies and non-profit organizations (herein “Participating Agencies”) solicits proposal from qualified Offerors to enter into a Vendor Contract (“Contract”) for the goods or services solicited in this proposal.”*

*“Contracts are approved and awarded by a single governmental entity, Region 4 ESC, and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities). These types of contracts are commonly referred to as being “piggybackable”.”*

*“Region 4 ESC’s purchasing cooperative was established in 1997 to increase their economic and operational efficiency. The purchasing cooperative has since evolved into a National Cooperative used to assist other government and public entities increase their economical and operational efficiency when procuring goods and services.”*

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- National IPA website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR

- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- The Herald News, IL
- Seattle Daily Journal of Commerce, WA
- Las Vegas Review-Journal, NV
- Helena Independent Record, MT

On December 21, 2017 proposals were received from the following offerors:

- Fellowes, Inc. dba ESI Ergonomic Solutions
- Varidesk, LLC
- The HON Company
- Neutral Posture
- Kristin Tytus
- Davis Associates
- Krueger International
- IHHP dba Biokinetix

The proposals were evaluated by an evaluation committee using the evaluation criteria established in the RFP. The committee elected to recommend awards to Fellowes, Inc. dba ESI Ergonomic Solutions, Varidesk, LLC, The HON Company, and Krueger International who submitted competitive pricing and products.

On Tuesday, February 27, 2018, the Board of Directors of Region 4 Education Service Center (ESC) approved the Ergonomic Solutions.

The Board of Directors of Region 4 Education Service Center executed the agreement with a contract effective date of April 1, 2018.

Contract highlights:

- Broad catalog of ergonomic work tools (Monitor Arms, Sit-to-Stand, Keyboard Solutions, Laptop Solutions, Lighting, Height Adjustable Tables, Wall-Mounted Work Tools, Mobile Work Tools)
- High quality products guaranteed by industry-leading 15year product warranty
- Ambitious 2 business day ordering (on-hand availability and order acknowledgment)

Term:

Initial three (3) year agreement from April 1, 2018 through March 31, 2021 with the option to renew for two (2) additional one-year periods through March 31, 2023.

Pricing/Discount:

<u>Tiered</u>	<u>Discount off List</u>
\$1 - \$100K:	55% off
\$100,001 - \$400K:	57% off
\$400,001+	Negotiable

National IPA Web Landing Pages: [www.nationalipa.org/Vendors/Pages/FellowesInc.aspx](http://www.nationalipa.org/Vendors/Pages/FellowesInc.aspx)