

# Help Guide

## Where to Find Public Sector Master Agreement Information

1. **Q** Where can I review documentation to determine if a solicitation is consistent with my requirements and statutes, was done in a manner I deem secure and with integrity, and fair? Also, where can I review the solicitation process to determine if it was done as a low bid, a best value, or other procurement method?

**A** All solicitations, their addendums, and any related clarification documents are posted publicly on the OMNIA Partners site under the 'Solicitation Process' section of the Master Agreement. Once an agency searches a contract and selects it, they can scroll down to the 'Solicitation Process' section to view the documents. If an agency has a contract related question, they can reach out to [External-publiccontracting@omniapartners.com](mailto:External-publiccontracting@omniapartners.com). Agencies may also contact their Regional Manager for assistance ([Regional Manager Maps](#)). For all other questions, agencies can reach out to us here: [Contact OMNIA Partners | OMNIA Partners](#)

### Solicitation Process

- Original RFP Document
- RFP Questions and Answers
- Proof of Publication

2. **Q** Where can I review the Master Agreement to review if the terms, conditions, scope, length, offering, and prices meet my needs?

**A** All the Master Agreement documents, their amendments, and any other related documents are posted publicly on the OMNIA Partners site. Once an agency searches a contract and selects it, they can scroll down to the 'Master Agreement' section to view the documents. If an agency has a question, they can follow the same steps as listed above under #1. The terms and conditions may be negotiated by the Participating Public Agency who is piggybacking off the Master Agreement directly with the awarded Supplier.

### Master Agreement Documents

- Official Signed Contract
- Supplemental Terms
- Contract Award Documents
- Multiple Award Justification

3. **Q** Where can I find information to help me determine if an offering is advantageous and if there will be volume discount advantages?

**A** The supplier's response is generally posted on the OMNIA Partners site under the 'Response Evaluation' section. If an agency has a question, they can follow the same steps as listed above under #1. In some cases, supplier's have answered questions similar to the above directly and searching those terms and phrases can take agencies directly to their answers. Agencies may also reach out to suppliers to obtain additional useful information.

### Response Evaluation

- Supplier Response to RFP
- Evaluation Documents

4.

**Q Who leads the solicitation and holds the Master Agreement for contracts in the OMNIA Partners portfolio?**

**A** The Lead Public Agency. Every Master Agreement is posted on the microsite and the Lead Public Agency is listed in the Master Agreement and on the search page.



5.

**Q Where can I find proof of who Master Agreements are available to?**

**A** The solicitations will have language indicating who resulting Master Agreements are made available to, usually within the first few pages. It is typically under a section title 'National Contract' and commonly looks like the below:

partnered with OMNIA Partners, Public Sector, Inc., a Delaware corporation ("**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

**TIP:** Search key words by hitting the keys 'Ctrl' and 'F'

6.

**Q Where can I find information about OMNIA Partners experience and the Lead Agency Model?**

**A** The solicitation will typically have information about OMNIA Partners as a cooperative. The resulting contracts from a solicitation become Master Agreements available to OMNIA Partners members, also known as Participating Public Agencies. The solicitations are issued, evaluated, and awarded by Lead Public Agencies through a traditional open and competitive public solicitation process. There is no fee to become an OMNIA Partners member. Additional information about OMNIA Partners can be found here: [Lead Agency Cooperative Contracting Process | OMNIA Partners.](#)