

## Event Summary - Office Supplies and Products

Type	Invitation to Negotiate	Number	ITN-2022-00057
Organization	FIU	Currency	US Dollar
Event Status	Draft	Work Group	Procurement
Exported on	11/16/2021	Exported by	Yakov Pinas Zade
Estimated Value	-	Payment Terms	0% 0, Net 40

## Custom Data

### Contract Info

Method of Payment	Requisition
Source of Funds	A&S, Athletics, Auxiliary
Anticipated Total Cost of Contract (including any renewals)	13,500,000.00
Contract Type	Competitive Solicitation
Activity or Project ID	
Cost PID (if applicable)	
Department/Unit ID	110401000 - Office of the Controller Adm
Category/Classifications	Office Supplies

## Bid and Evaluation

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

## Visibility and Communication

Visible to Public Yes


### Enter a short description for this public event

Office Supplies and Products for Florida State University System (SUS) and other participating agencies via OMNIA Partners Cooperative.

## Commodity Codes

Commodity Code	Description
61500	OFFICE SUPPLIES, GENERAL
61000	Office Supplies: Carbon Paper, Ribbons, All Types
61560	Office Supplies\General
61573	Recycled Office Supplies
61600	OFFICE SUPPLIES GENERAL ENVIRONMENTALLY CERTIFIED BY AN AG
61660	Office Supplies, General (Not Classified), Envir. Cert
61673	Recycled Office Supplies, Envir. Cert. Products
62000	Office Supplies: Erasers, Inks, Pens, Pencils, Etc.

## Event Dates

Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Released	-
Open	11/17/2021 2:00 PM EST
Close	1/10/2022 2:00 PM EST
Sealed Until	1/10/2022 2:00 PM
	 Show Seal Bid Available Date to Supplier
Q&A Close	12/7/2021 2:00 PM EST

## Event Users

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### Event Creator

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## Description

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### Statement of Objective

This is a competitive solicitation for Office Supplies and Products to enable the Florida International University Board of Trustees (FIU) and Participating Universities from State University System (SUS) of Florida and other governmental entities (“Participants”) to enter into an agreement with the awarded supplier to provide Office Supplies and Products including but not limited to copy paper, toners, and other miscellaneous office products, office equipment and complete line of products and services. It’s critical that the awarded supplier can offer both competitive pricing while helping to minimize operational and process costs, and to reduce total cost of ownership associated with office supply spend.

FIU as a lead agency is soliciting proposals for Office Supplies and Products for desktop delivery on a just-in-time basis. Based on past sales history, FIU’s estimated annual spend for Office Supplies and Products is \$1,4M. The participating SUS annual spend is estimated at \$10.6M based on Fiscal Year 2018-2019 spend. This is only an estimate and does not constitute a commitment on the part of the FIU and Participating SUS to purchase the stated amounts. FIU and Participating SUS are not bound to purchase minimum or maximum quantities during the contract period.

The awarded supplier will provide a Master-Core List and a Non-Core List based on the participating SUS aggregate spend, plus a Custom-Core List for each qualified Participant based on their annual office supply and product spend. It is anticipated that FIU will issue a Master Contract and each Participant will enter into a separate Participation Agreement. The Participation Agreement will detail any specific Participant ordering, delivery, invoicing or payment requirements, as well as incentives and pricing for the specific Participant. Appropriate governmental and educational entities' purchasing laws, rules, and regulations shall apply to purchases made by each Participant under this Agreement and its Participant Agreement.

FIU seeks to enter into negotiations with qualified respondents through this Invitation to Negotiate (ITN) process. The initial term of the Master Contract will be for five (5) years, and FIU will have the option to renew for two (2) additional two (2) year periods. Successful Supplier’s performance is expected to begin within forty-five (45) days from the date of execution of the Master Contract, or as otherwise agreed by the parties.

### National Contract

FIU, as the Principal Procurement Agency, defined in *Group 2 - Attachment I* of the Response to ITN Specifications, has joined 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. FIU is acting as the lead contracting agency to establish a contract for itself and for allowing for any other Public Agency that elects to utilize the resulting Master Agreement to do so. 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 Cooperative Purchasing Agreement, a form of which is attached to *Group 2 - Attachment I* of the Response to ITN Specifications, or as otherwise agreed to. *Group 2 - Attachment I* of the Response to ITN Specifications contains additional information about OMNIA Partners and the cooperative purchasing program.

OMNIA Partners is one of 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, OMNIA Partners 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 OMNIA Partners is 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 Respondent, OMNIA Partners provides marketing and administrative support for the Respondent that directly promotes the Respondent'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 Respondent benefits from a contract that generally allows Participating Public Agencies to directly purchase goods and services without the Respondent's need to respond to additional competitive solicitations. As such, the Respondent must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Respondent and respond to the OMNIA Partners documents (*Group 2 - Attachment I* of the Response to ITN Specifications).

FIU anticipates spending approximately \$12.6 million over the full potential Master Agreement term for Office Supplies and Products. While no minimum volume is guaranteed to the Respondent, the estimated annual volume of office supplies and products purchased under the Master Agreement through OMNIA Partners is approximately \$100 million. This projection is based on the current annual volumes among the Florida International University Board of Trustees (FIU), other Participating Public Agencies anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between the Respondent and OMNIA Partners.

## Prerequisites

★ Required to Enter Bid

### 1 ★ Instructions To Supplier :

Please read the ITN Calendar of Events.

#### Prerequisite Content:

##### Calendar of Events for Office Supplies and Products

Calendar of Events for Office Supplies and Products.pdf      ../Attachments/PrereqAttachments/Calendar of Events for Office Supplies and Products.pdf

#### Certification

By clicking on the box, I certify that I will comply with this requirement.

#### Supplier Must Also Upload a File:

No

### 2 ★ Instructions To Supplier :

Please read the Authorized FIU Representative document.

#### Prerequisite Content:

##### Authorized FIU Representative

The Authorized FIU Representative.pdf      ../Attachments/PrereqAttachments/The Authorized FIU Representative.pdf

#### Certification

By clicking on the box, I certify that I will comply with this requirement.

#### Supplier Must Also Upload a File:

No

### 3 ★ Instructions To Supplier :

Please read the Electronic Submission Instructions.

#### Prerequisite Content:

##### Electronic Submission Instructions

Electronic Submissions Instructions.pdf      ../Attachments/PrereqAttachments/Electronic Submissions Instructions.pdf

#### Certification

By clicking on the box, I certify that I am in compliance with this requirement.

#### Supplier Must Also Upload a File:

No

### 4 ★ Instructions To Supplier :

Respondent shall present evidence of successfully providing services described in this ITN in the past 10 years.

#### Certification

I certify that I have read and agree to the terms above. The organization I represent has been successfully providing services described in this ITN in the past 10 years.

**Supplier Must Also Upload a File:**

No

**Prerequisite Content:**

Respondent shall present evidence of successfully providing services described in this ITN in the past 10 years.

5 ★ **Instructions To Supplier :**

Please read OMNIA Partners National Contract Requirement.

**Certification**

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

**Supplier Must Also Upload a File:**

No

**Prerequisite Content:**



## **National Contract**

FIU, as the Principal Procurement Agency, has joined 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. FIU is acting as the lead contracting agency to establish a contract for itself and for allowing for any other Public Agency that elects to utilize the resulting Master Agreement to do so. 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.

FIU anticipates spending approximately \$12.6 million over the full potential Master Agreement term for Office Supplies and Products. While no minimum volume is guaranteed to the Respondent, the estimated annual volume of office supplies and products purchased under the Master Agreement through OMNIA Partners is approximately \$100 million. This projection is based on the current annual volumes among the Florida International University Board of Trustees (FIU), other Participating Public Agencies anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between the Respondent and OMNIA Partners.

6 ★ **Instructions To Supplier :**

The submitted proposal responses will be evaluated on the Evaluation Criteria.

**Certification**

I certify that I have read the evaluation criteria.

**Supplier Must Also Upload a File:**

No

**Prerequisite Content:**

Evaluation Criteria:

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first:

1. Pricing Schedule for Master-Core, and Non-Core List Items, and Quality of Product Line.
2. OMNIA Partners National Contract Participation Requirement.
3. Financial Support, Incentives, Rebates and Value-Added Services.
4. Web Punch-Out Catalog, Marketing, Customer Service, Implementation Plan and Operational Plan.
5. Respondent's Qualifications, Experience, Financial Stability and References.
6. Audit, Reports and Record Retention.
7. Sustainability and Company Diversity.

7 ★ **Instructions To Supplier :**

Please read the Scope of Work preview.

**Prerequisite Content:**

**Scope of Work**

Scope of Work - Office  
Supplies  
ITN-2022-00057.pdf

../Attachments/PrereqAttachments/Scope of Work - Office Supplies  
ITN-2022-00057.pdf

**Certification**

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

**Supplier Must Also Upload a File:**

No

8 **Instructions To Supplier :**

Please review definitions applicable to this ITN

**Prerequisite Content:**

**ITN Definitions**

ITN Definitions - Office  
Supplies.pdf

../Attachments/PrereqAttachments/ITN Definitions - Office Supplies.pdf

**Certification**

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

**Supplier Must Also Upload a File:**

No

9 **Instructions To Supplier :**

FIU is requesting sealed proposals from qualified firms or individuals for Office Supplies and Products.

**Certification**

I certify that I acknowledge the locations.

**Supplier Must Also Upload a File:**

No

**Prerequisite Content:**

## [FIU Locations](#)

Main Locations include but are not limited to:

- **MMC** - Modesto A. Maidique / 11200 S.W. 8th Street  
Miami, Florida 33199
- **EC** - Engineering Center / 10555 West Flagler Street  
Miami, Florida 33174
- **BBC** - Biscayne Bay Campus / 3000 N.E. 151st Street, North Miami, FL 33181
- **Center for Translational Science** - 11350 S.W. Village Parkway, Port St. Lucie, FL 34987
- **NFSTC** - National Science Technology Center 8285 Bryan Dairy Rd # 125, Largo, FL 33777
- **FIU at I-75** / 1930 S.W. 145th Avenue, Miramar, FL 33027

10 ★ **Instructions To Supplier :**

If awarded a contract resulting from this ITN, Respondent MUST accept departmental Purchasing Card ("P-Card") Single-Use Account Program (SUA) as a payment method at no additional costs, fees, or handling charges to FIU and participating agencies. For details please review SUA program currently in effect for FIU.

**Prerequisite Content:**

**FIU Single Use Account Program**

FIU Single Use Account Program Information.pdf      ../Attachments/PrereqAttachments/FIU Single Use Account Program Information.pdf

**Certification**

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

**Supplier Must Also Upload a File:**

No

11 ★ **Instructions To Supplier :**

Respondent MUST offer robust on-line Punch-Out Catalog ordering system (a.k.a Web Punch-Out Site) which utilizes an electronic catalog methodology with pricing specifically coded to reflect the participating agency contract pricing.

**Certification**

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

**Supplier Must Also Upload a File:**

No

**Prerequisite Content:**

Respondent MUST provide the On-Line Ordering System also known as Web Punch-Out Site.

12 ★ **Instructions To Supplier :**

Please read, sign, and upload a completed Non Segregated Facilities document and read the statement below

**Prerequisite Content:**

**Certification Of Non-Segregated Facilities**

Certification Of Non-Segregated Facilities.docx      ../Attachments/PrereqAttachments/Certification Of Non-Segregated Facilities.docx

**Certification**

By clicking on the box, I certify that I am in compliance with this requirement.

**Supplier Must Also Upload a File:**

Yes

**Enable Confidential Mode**

No

13 ★ **Instructions To Supplier :**

Please read the Exception to Specifications.

**Certification**

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

**Supplier Must Also Upload a File:**

No

**Prerequisite Content:**



Respondent's failure to accept the terms and conditions outlined in this competitive solicitation document can be grounds for FIU's rejection of Respondent's solicitation response. FIU may accept alternative language proposed by the Respondent at its own discretion to the best interest of the University, but this is not a guarantee. Respondent is encouraged to limit the amount of exceptions in order to prevent the potential rejection of Respondent's solicitation response. Any exceptions or alternative language should be outlined and/or redlined as requested in the solicitation.

14 ★ **Instructions To Supplier :**

Please read the Service Vendor (Individual Trade) Insurance Language document for any deliveries and installations.

**Prerequisite Content:**

**Service (Individual Trade) Insurance Language**

Service Vendor (Individual Trade) Insurance Language.pdf	../Attachments/PrereqAttachments/Service Vendor (Individual Trade) Insurance Language.pdf
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**Certification**

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

**Supplier Must Also Upload a File:**

No

15 ★ **Instructions To Supplier :**

Please read, sign, and upload a completed Federally Funded Projects Amendment document.

**Prerequisite Content:**

**Federally Funded Projects Amendment**

Amendment Federally Funded Projects.docx	../Attachments/PrereqAttachments/Amendment Federally Funded Projects.docx
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**Certification**

By clicking on the box, I certify that I am in compliance with this requirement.

**Supplier Must Also Upload a File:**

Yes

**Enable Confidential Mode**

No

# Buyer Attachments

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There are no Buyer Attachments added to this event.

## Questions

★ Supplier Response Is Required

### Cover Letter/Executive Summary/Company Contacts

#### Group 1.1: Cover Letter/Executive Summary/Company Contacts

- |        |   |   |
|--------|---|---|
| 1.1.1  | <p>Please provide Executive Summary of Respondent's proposal, including brief descriptions of Respondent's expertise dealing with contracts of the size and scope described in the ITN and how Respondent plans to address FIU's vision for the project. The Executive Summary should touch on all components of the evaluation criteria and highlight those features that Respondent believes best demonstrate the advantages of selecting the Respondent.</p> <p>File Upload</p>  | ★ |
| 1.1.2  | <p>Provide a chart of Respondent's organization and a description of the corporate structure. Also provide the Respondent's chain of ownership up to its ultimate parent corporation and all subsidiaries.</p> <p>File Upload</p>   | ★ |
| 1.1.3  | <p>Is Respondent incorporated in the State of Florida?</p> <p>Yes/No</p>  | ★ |
| 1.1.4  | <p>Please provide a Certificate of Good Standing from Respondent's State of Incorporation.</p> <p>File Upload</p>   | ★ |
| 1.1.5  | <p>Who are the individual(s) responsible for Respondent's proposal and negotiation during this process, as well as contact information for the individual(s) who should receive any notices related to the Contract if awarded to Respondent? Please provide the contact information, including name(s), title(s), email address(es), mailing address (es) and phone number(s).</p> <p>Text (Multi-Line)</p>  | ★ |
| 1.1.6  | <p>Please provide bios, years at the company for each individual who would be involved in the delivery of services if awarded this solicitation/contract.</p> <p>File Upload</p>  | ★ |
| 1.1.7  | <p>Please read the "SUPPLEMENTAL INSTRUCTIONS TO VENDORS ON TRADE SECRET CERTIFICATION" and AFFIDAVIT.</p> <p>File Upload</p> <p>Supplemental Instructions on Trade Secrets Certifications - ../Attachments/QuestionAttachments/Trade Secrets Instructions with Affidavit.pdf</p>   | ★ |
| 1.1.8  | <p>Is Respondent claiming any TRADE SECRETS in this ITN Response?</p> <p>Yes/No</p>   | ★ |
| 1.1.9  | <p>If Respondent's Response contains TRADE SECRETS, please upload the redacted sections of your proposal.</p> <p>File Upload</p>  | ★ |
| 1.1.10 | <p>Does the Respondent employees or company have a Conflict of Interest which must be disclosed: (a) respondent employees having employment relationship with(or holding an office at) FIU, State of Florida or any State of Florida agencies AND/OR (b) any FIU or State employee(s) or officers owning an interest of 5% or more of Respondent's company or its affiliates or branches. See Conflict of Interest Provision set forth in the ITN Standard Provision for further conflict related disclosure required</p> <p>Yes/No</p> | ★ |

### Response to ITN Specifications

#### Group 2.1: Response to ITN Specifications

- |       |   |   |
|-------|---|---|
| 2.1.1 | <p>Please review the attached Scope of Work and deliverables for this Invitation to Negotiate (ITN). Is the Respondent in agreement with the requirements provided in this ITN Scope of Work and deliverables? If No, then the Respondent must identify any exceptions or alternative language to the solicitation document for consideration by FIU by uploading a supplemental document with redline edits of the Respondent's alternative language or exception.</p> | ★ |
|-------|---|---|

Yes/No

Scope of Work - ../Attachments/QuestionAttachments/Scope of Work.pdf

- 2.1.2** Please upload a supplemental document with redline edits of the Respondent's alternative language or exception. ★  
File Upload

- 2.1.3** Please review the ITN Cover Agreement within the attached file. Is the Respondent in agreement to the terms and conditions as provided in this ITN Cover Agreement? If No, then the Respondent must identify any exceptions or alternative language to the ITN Cover Agreement for consideration by FIU by uploading a supplemental document with redline edits of the Respondent's alternative language or exception.  
Yes/No  
ITN Cover Agreement - ../Attachments/QuestionAttachments/ITN Cover Agreement Template - 2-18-21

- 2.1.4** Please upload a supplemental document with redline edits of the Respondent's alternative language or exception. ★  
File Upload

- 2.1.5** Please review the ITN Standard Provisions within the attached file. Is the Respondent in agreement to the terms and conditions as provided in this ITN Standard Provisions? If No, then the Respondent must identify any exceptions or alternative language to the solicitation document for consideration by FIU by uploading a supplemental document with redline edits of the Respondent's alternative language or exception. ★  
Yes/No  
ITN Standard Provisions - ../Attachments/QuestionAttachments/ITN Standard Provisions.docx

- 2.1.6** Please upload a supplemental document with redline edits of the Respondent's alternative language or exception. ★  
File Upload

- 2.1.7** Is the Respondent proposing information regarding alternate brands or equivalent products? ★  
Yes/No

- 2.1.8** If yes, please provide information related to the alternate brands or equivalent products. ★  
File Upload

- 2.1.9** Is the Respondent proposing to utilize any subcontractors for any categories within the ITN? ★  
Yes/No

- 2.1.10** All responses should be independent from any and all consortia agreements. Additionally, all pricing for this ITN must be developed independent of any other consortia arrangements. No other entity may derive monetary fees/compensation based on this award, unless agreed by FIU. Submittal of a response that is not independent may result in disqualification. Is Respondent in agreement? ★  
Yes/No

- 2.1.11** Is the Respondent providing Services and Warranties? ★  
Text (Multi-Line)

- 2.1.12** Please review and upload a response to the national program - OMNIA Solicitation Attachment. Include a detailed response to Group 2- "Attachment 1", "Exhibit A" "OMNIA Partners Response for National Cooperative" contract. Responses should highlight experience, demonstrate a strong national presence. Describe how the Respondent will educate its national sales force about the contract, and how products and services will be distributed nationwide. This is to include a plan for marketing the products and services nationwide, as well as describe how volume will be tracked and reported to OMNIA Partners. ★

File Upload

OMNIA Solicitation Attachment - ../Attachments/QuestionAttachments/Omnia Solicitation Attachment.pdf

- 2.1.13 Please review and upload respond to OMNIA Partners Group 2 "Attachment 1", "Exhibits B, F and G". The successful supplier will be required to sign Group 2 Attachment 1, "Exhibit B", "OMNIA Partners Administration Agreement". Respondents should have any reviews required to sign the document prior to submitting a response. Respondent's response should include any proposed exceptions to the "OMNIA Partners Administration Agreement". ★

File Upload

OMNIA Solicitation Attachment - ../Attachments/QuestionAttachments/Omnia Solicitation

## Pricing Schedule for Master-Core, and Non-Core List Items, and Quality of Product Line

### Group 3.1: Pricing Schedule

- 3.1.1 Based on the goods/and or services proposed, as well as the terms, conditions and financial requirements outlined in the ITN, complete and upload the attached Pricing Schedule. The Pricing Schedule contains separate tabs for Instructions, Non-Core Categories & Discounts, along with Master-Core and Non-Core Items. Also, please go to "Items", "Service Line" within Group S.1 & Group S.2 and input the total cost and % discounts proposed. ★
- File Upload
- Office Supplies ITN Pricing Schedule - ../Attachments/QuestionAttachments/Office Supplies ITN Pricing Schedules - 10-1-21v.xlsx
- 3.1.2 Describe how office supplies and products proposed will be priced. Provide any blanket minimum discounts. ★
- File Upload
- 3.1.3 How many total items are included and available under your discounted pricing? ★
- Text (Multi-Line)
- 3.1.4 How long will the Master-Core items price be held firm? Propose the frequency of updates to the Respondent's pricing structure for Master-Core items. ★
- Text (Multi-Line)
- 3.1.5 How long will the Non-Core items price be held firm? Propose the frequency of updates to the Respondent's pricing structure for Non-Core items. ★
- Text (Multi-Line)
- 3.1.6 Propose a plan to adjust pricing as market conditions change beyond twelve (12) month period. The plan must be verifiable and auditable. Identify calculations, formulas, components, index, etc. to be used. Propose the frequency of updates to the Respondent's pricing structure. Describe any proposed indices to guide price adjustments. ★
- Text (Multi-Line)
- 3.1.7 While pricing might change for individual items, Non-Core Category Discount percentage should not change over the term of the contract resulting from this ITN. Is Respondent in agreement to that? ★
- Yes/No
- 3.1.8 If no, please describe how Respondent's is planning to address the Non-Core Categories discount percentage. ★
- Text (Multi-Line)
- 3.1.9 Describe Respondent's ability to provide Custom-Core Lists of items to FIU and participating agencies. ★
- Text (Multi-Line)
- 3.1.10 Describe any limitations to Custom-Core List of items (number of items, excluded categories, agency size limitations, etc.). ★
- Text (Multi-Line)

3.1.11	How frequently does Respondent propose to update Custom-Core list ? Text (Multi-Line)	★
3.1.12	Describe Respondent's methodology for selecting items for Custom-Core List. Text (Multi-Line)	★
3.1.13	Provide details of and propose additional discounts for volume orders, special manufacturer's offers, special programs, minimum order quantity, free goods programs, total annual spend, etc. Based on the additional discounts available to FIU and participating agencies, describe which specific discounts apply to FIU. File Upload	★
3.1.14	Are there any payment terms, payment schedules, deposits, cancellation policies, or provision for Force Majeur? FIU will consider these requirements during evaluation to determine best interest of the University, but this is not a guarantee FIU will accept these requirements. Yes/No	★
3.1.15	What methodology and selection process does the Respondent utilizes to ensure the best quality of the products offered in their response to this ITN? Text (Multi-Line)	★
3.1.16	Please upload any special provisions relating to compensation. File Upload	★
3.1.17	In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Respondent may conduct sales promotions involving price reductions for a specified lesser period. Respondent may offer Participating Public Agencies competitive pricing which is lower than the price set forth herein at any time during the Contract term and such lower pricing shall not be applied as a global price reduction under the Contract. Is Respondent in agreement to this? Yes/No	★

## Rebates, Financial Incentives, Scholarship and Internship Programs, and Value-Added Services

### Group 4.1: Rebates, Financial Incentives, Scholarship and Internship Programs, and Value-Added Services

4.1.1	Does Respondent offer Scholarship and Internship Programs, and any type of Incentive and / or Rebate program as part of their response to this ITN? This may include additional discounts for volume orders, special manufacturers' offers, special programs, minimum order quantity, free goods program, total annual spend, etc. Yes/No	★
4.1.2	If yes, please complete and upload attached Incentives and Rebates spreadsheet. File Upload Incentives and Rebates - ../Attachments/QuestionAttachments/Incentives+and+Rebates8.12.21 (1).xlsx	★
4.1.3	Can Respondent's Incentive program be flexible to allow changes to the rebate/incentives program to better meet the needs of a participating entity or allow lower pricing in lieu of a rebate, and vice versa? Yes/No	★
4.1.4	If yes, please explain and provide details. Text (Multi-Line)	★
4.1.5	Does Respondent offer value-added services, programs, and trainings which may contribute to the overall value of the response to the ITN? Yes/No	★
4.1.6	If yes, please explain and provide details.	★

Text (Multi-Line)

- 4.1.7** Based on the incentives available to FIU and participating agencies, describe which specific incentives apply to FIU ★  
Text (Multi-Line)
- 4.1.8** Does Respondent have physical store locations for FIU and participating agencies to be able to place and pick up orders when needed? ★  
Yes/No
- 4.1.9** If yes, can Respondent ensure contract pricing for orders placed in Respondent's store(s)? Please provide detailed explanation how this is accomplished? ★  
Text (Multi-Line)
- 4.1.10** Please provide addresses for store locations for FIU and participating agencies to be able to place and pick up orders when needed ★  
File Upload

## **Web Punch-Out Catalog, Marketing, Customer Service, Implementation Plan and Operational Plan**

### **Group 5.1: Web Punch-Out Catalog, Marketing, Customer Service, Implementation Plan and Operational Plan**

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- 5.1.1** Does Respondent offer robust on-line Punch-Out Catalog ordering system (a.k.a Web Punch-Out Site) which utilizes an electronic catalog methodology with pricing specifically coded to reflect the participating agency contract pricing? ★  
Yes/No
- 5.1.2** Provide a demo website link for a sample of on-line ordering system. ★  
Text (Multi-Line)
- 5.1.3** Describe Respondent's ability and experience with ecommerce and web-based procurement providers such as ESM, Jagger, Coupa, WorkDay, Lawson, SAP, PeopleSoft, and all others your company has successfully interfaced with. Describe electronic online catalog, punch out programs, purchasing authorization limits, store front, etc. \* ★  
Text (Multi-Line)
- 5.1.4** Is Respondent's on-line ordering system allowing for catalog searches based on key word, brand name, SKU, manufacturer's part numbers, description, and other search criteria? ★  
Yes/No
- 5.1.5** Is Respondent's on-line ordering system able to provide product images, manufacturer's part numbers, product SKU and detailed specifications of the products? ★  
Yes/No
- 5.1.6** Is Respondent's on-line ordering system allowing for product selection to shopping cart? ★  
Yes/No
- 5.1.7** Is Respondent's on-line ordering system able to provide product availability? ★  
Yes/No
- 5.1.8** Is Respondent's on-line ordering system has ink and toner finder functionality? ★  
Yes/No
- 5.1.9** Is Respondent's on-line ordering system providing order status and tracking information after an order is placed? ★  
Yes/No



<b>5.1.10</b>	Is Respondent's on-line ordering system able to maintain user favorites list? Yes/No	★
<b>5.1.11</b>	Is Respondent's on-line ordering system provide user friendly product return functionality? Yes/No	★
<b>5.1.12</b>	Can Respondent maintain all servers for on-line ordering system at their location(s) and provide for appropriate data security to safeguard orders entered on-line? Yes/No	★
<b>5.1.13</b>	If yes, is there additional cost for FIU and Participating agencies for maintaining the servers for on-line ordering? Text (Multi-Line)	★
<b>5.1.14</b>	In the event of service outage, what actions can Respondent take to minimize service disruptions? Text (Multi-Line)	★
<b>5.1.15</b>	Please describe how Respondent is going to conduct maintenance of the on-line ordering system. Text (Multi-Line)	★
<b>5.1.16</b>	Please describe what plans does Respondent have in place to ensure continuity of services if on-line ordering system is down. Text (Multi-Line)	★
<b>5.1.17</b>	How long will it take for Respondent to activate contingency plans if needed? Text (Multi-Line)	★
<b>5.1.18</b>	Is Respondent's on-line ordering system structured to allow for multiple approval levels, which may be customized for individual participating agencies? Yes/No	★
<b>5.1.19</b>	If no, please provide details of how Respondent's system is structured. Text (Multi-Line)	★
<b>5.1.20</b>	Is Respondent's online ordering system setup to provide for billing to multiple addresses within the participating agency? Yes/No	★
<b>5.1.21</b>	Is Respondent's on-line ordering system capable of providing electronic invoicing? Text (Single Line)	★
<b>5.1.22</b>	Please explain in details how invoices will be provided. Text (Multi-Line)	★
<b>5.1.23</b>	Is Respondent's on-line ordering system capable of receiving payments via Electronic Funds Transfer (EFT) from FIU and Participating Agencies if needed? Text (Single Line)	★
<b>5.1.24</b>	Please explain in details how payments will be received. Text (Multi-Line)	★
<b>5.1.25</b>	Awarded Supplier will not substitute any products, but may recommend alternative items within the punch-out site prior to order being placed. What process will be utilized to communicate substitution of products? Please explain in details.	★

	Text (Multi-Line)	
<b>5.1.26</b>	What is Respondent's Project Approach to provide goods and/or services as defined in this ITN? Text (Multi-Line)	★
<b>5.1.27</b>	Does Respondent offer Just-in-Time "next day" delivery? Text (Multi-Line)	★
<b>5.1.28</b>	Are all items in Respondent's on-line ordering system available for Just-in-Time "next day" delivery? Yes/No	★
<b>5.1.29</b>	Please specify items for which next day delivery is available, as well as items for which next day delivery is NOT available. Text (Multi-Line)	★
<b>5.1.30</b>	Does Respondent provide free shipping for the delivery of orders? Yes/No	★
<b>5.1.31</b>	If no, please describe Respondent's shipping program in details. Text (Multi-Line)	★
<b>5.1.32</b>	Respondent must provide "desk top" delivery at no additional charge (i.e. delivery to the end-user's actual office instead of to a central receiving location) Yes/No	★
<b>5.1.33</b>	Does Respondent have a return policy which provides that returns may be made at no charge to the participating entity for incorrect merchandise? Yes/No	★
<b>5.1.34</b>	Please describe in details Respondent's return policy as related to their response to this ITN. Text (Multi-Line)	★
<b>5.1.35</b>	Please provide information regarding Respondent's policy for issuing credit(s) for incorrect orders. Text (Multi-Line)	★
<b>5.1.36</b>	How long will it take for Respondent to process a refund for returned items after the return is made? Text (Multi-Line)	★
<b>5.1.37</b>	If awarded a contract, will Respondent provide a single point of contact to coordinate the efforts of all local sales representatives in the area to insure for continuity of services and quick solutions of current issues? * Yes/No	★
<b>5.1.38</b>	If yes, please provide the name of the individual who will be the coordinating account manager Text (Multi-Line)	★
<b>5.1.39</b>	Does Respondent provide inside customer service support specifically dedicated to serving participating agencies and governmental clients utilizing the contract as a result of this ITN? Yes/No	★
<b>5.1.40</b>	If yes, please describe in details how Respondent's customer service will operate.	★

Text (Multi-Line)

- 5.1.41 If awarded, will Respondent have a capability to start providing services as defined in this ITN within forty-five (45) days from the date of execution of the Contract? (Per Section III of Scope of Work) ★

Text (Single Line)

- 5.1.42 What is Respondent's implementation plan to meet this requirement? Please provide timelines, dates, deliverables for services as described in this ITN. ★

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## Respondent Qualifications, Experience, Financial Stability, and References

### Group 6.1: Respondent Qualifications, Experience, Financial Stability, and References

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- 6.1.1 Please provide Respondent's number of years in business. ★

Numeric Text Box

- 6.1.2 The Respondent shall present evidence of being engaged in providing services as listed in this Invitation to Negotiate in the past ten (10) years. ★

File Upload

- 6.1.3 What is Respondent's strongest core competence as it relates to the scope described in the ITN? ★

Text (Multi-Line)

- 6.1.4 What examples of measurable successes does Respondent have with other similar type clients regarding the scope described in the ITN? ★

Text (Multi-Line)

- 6.1.5 Please describe Respondent's financial condition ★

Text (Multi-Line)

- 6.1.6 Provide Respondent's audited financial statements for the past two years. If the Respondent is a division of a larger corporation, the statements should be submitted for the corporation as a whole AND for Respondent's division of the corporation. ★

File Upload

- 6.1.7 Respondent must submit a list of customer references, which should include at least five (5) current clients, local or national, comparable to the University both in size and type of facilities and operations. Respondent must include name, title, telephone number, email address of contact person and the type of work Respondent did/or are doing for them. Two (2) of the five (5) references provided in the ITN response for this section should be current clients. ★

File Upload

## Audit, Reports, and Record Retention

### Group 7.1: Audit, Reports, and Record Retention

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- 7.1.1 Describe Respondent's audit program to measure pricing accuracy. Describe how Respondent proposes to insure prices offered to FIU and participating agencies under the resulting agreement and displayed on Respondent's on-line ordering system are less than or equal to the prices in the resulting agreement. Describe if a third-party audit firm will be used and if there are additional fees for this service. ★

Text (Multi-Line)

- 7.1.2 Does the Respondent ensure a price accuracy of 95% or greater? ★

Yes/No

- 7.1.3 If no, what percent price accuracy can Respondent ensure?

	Text (Multi-Line)	
7.1.4	Describe the frequency in which audits will be performed. Text (Multi-Line)	★
7.1.5	Audits must be conducted by Certified Public Accountant (CPA) firm hired by successful Respondent. Is Respondent in the agreement? Yes/No	★
7.1.6	If no, please describe what kind of Audit firm will be used to conduct audits. Text (Multi-Line)	★
7.1.7	Please provide a synopsis of the type of management reports that Respondent is able to generate and provide to FIU and participating agencies, and what process is required to obtain these reports: * File Upload	★
7.1.8	Please provide details regarding Respondent's record retention policy as related to this ITN. Text (Multi-Line)	★

## Sustainability and Company Diversity

### Group 8.1: Sustainability and Company Diversity

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8.1.1	Does Respondent have a minimum dollar value policy for orders placed via on-line ordering system? Yes/No	★
8.1.2	If yes, what is Respondent's minimum dollar value for orders placed via on-line ordering system? Numeric Text Box	★
8.1.3	If there is no minimum dollar value policy, does Respondent charge any sustainability fees to deliver orders where total amount is under certain dollar value? Text (Multi-Line)	★
8.1.4	Please provide information about any Environmental Sustainability "Green" initiatives supported by Respondent, which would assist FIU and participating agencies in meeting requirements for sustainable procurement. File Upload	★
8.1.5	In the efforts to improve sustainability and eco friendly initiatives and minimize packaging and any packing materials, which criteria does the Respondent is able to meet? Respondent must meet at least one of, and/or preferably all, of the below mentioned criteria. Multiple Select (Pick Many) Made from 100% post-consumer recycled materials Be Recyclable Reusable Non-Toxic Biodegradable	
8.1.6	FIU is obligated to periodically submit 'STARS' for Sustainability Tracking, Assessment and Rating System Reporting. Will the Respondent be able to capture detailed data, and provide reports accordingly on purchases of office paper with post-consumer recycled, agricultural residue, and/or Forest Stewardship Council (FSC) certified content? Text (Multi-Line)	★
8.1.7	As a part of the STARS report FIU also conducts an annual Greenhouse Gas Inventory Report in which FIU is asked to provide weight in pounds (lbs) and post-consumer recycle content (%) of the paper purchased. Is the respondent able to track these figures? Yes/No	★

<b>8.1.8</b>	Is Respondent a Minority Business Enterprise (MBE) or Individual? Yes/No	★
<b>8.1.9</b>	Is Respondent a certified MBE? Yes/No	★
<b>8.1.10</b>	Please attach your Certification. File Upload	★
<b>8.1.11</b>	Please enter your Certification Expiration Date Date	★
<b>8.1.12</b>	How is your business classified? Dropdown List (Pick One) Government Agency Non-Minority Non-Profit Organization PRIDE Small Business Federal Small Business State	★
<b>8.1.13</b>	How is your business classified? Dropdown List (Pick One) African American American Women Asian-Hawaiian Disabled Veteran Hispanic Native American Non-Profit Minority Board Non-Profit Minority Community Served Non-Profit Minority Employees	★
<b>8.1.14</b>	What is Respondent's HUBZone Type? HUBZone is a Federal program for small companies that operate and employ people in Historically Underutilized Business Zones. Dropdown List (Pick One) Combined HUBZone Price Adjust HUBZone Price Evaluation Pref HUBZone Set-Aside HUBZone Sole Source Not Applicable	
<b>8.1.15</b>	What is the size of Respondent's small business? Note that the size standards define the largest size a business can be to participate in government contracting programs and compete for contracts reserved or set aside for small businesses. Size standards vary by industry, and are generally based on the number of employees or the amount of annual receipts the business has. Dropdown List (Pick One) 50,000 or less 50,001 to 100,000 100,001 - 200,000 200,001 - 350,000 350,001 - 500,000 500,001 - 750,000 750,001 - 1,000,000 1,000,001 - 2,000,000 2,000,001 - 3,000,000 3,000,001 - 5,000,000 5,000,001 - 10,000,000 10,000,001 - 17,000,000 Over 17,000,000	

- 8.1.16** Please provide information about Respondent's diversity program(s) designed to encourage the participation of Minority owned businesses, Women's business enterprises, Veteran owned businesses, firms in labor surplus areas and other Disadvantaged Businesses either as a product supplier or as a Tier One supplier who serves to contract directly with using agencies, such as firms engaged in the direct delivery of products utilizing the terms and pricing of the agreement as a result of this ITN. ★  
Text (Multi-Line)
- 8.1.17** What kind of diverse business partner(s) does Respondent utilize and can offer as part of this solicitation? Please list the specific services and /or products the business partner will provide as it relates to this solicitation. ★  
Text (Multi-Line)

# Product Line Items

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There are no Items added to this event.

## Service Line Items

★ Required Service Line Items

### Group S1: TOTAL for Master-Core & Non-Core Items

#	Item Name, Commodity Code, Description		Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
S1.1	Master-Core & Non-Core Items ★	1	LS - Lump Sum	-			-
Per All inclusive "Attachment A - Price Schedule" upload							

### Group S2: Category % Discounts for Non-Core Items

#	Item Name, Commodity Code, Description		Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
S2.1	Breakroom & Cleaning Supplies	1	P1 - Percent	-			-
S2.2	Folders, Binders & Writing	1	P1 - Percent	-			-
S2.3	IT Peripherals	1	P1 - Percent	-			-
S2.4	Office Consumables	1	P1 - Percent	-			-
S2.5	Office Equipment	1	P1 - Percent	-			-
S2.6	Paper - Other	1	P1 - Percent	-			-
S2.7	Paper - White Recycled & Virgin	1	P1 - Percent	-			-
S2.8	Toner - OEM	1	P1 - Percent	-			-
S2.9	Toner - Reman	1	P1 - Percent	-			-
S2.10	Furniture	1	P1 - Percent	-			-
S2.11	School Supplies	1	P1 - Percent	-			-
S2.12	Labeling, Mailing & Accessories	1	P1 - Percent	-			-
S2.13	Pallet Paper	1	P1 - Percent	-			-
S2.14	Other	1	P1 - Percent	-			-



# Price Components

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There are no Price Components added to this event.

## Suppliers

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### OFFICE DEPOT INC

Progress

Event Not Viewed

Seth Kaminstein

[Seth.Kaminstein@OfficeDepot.com](mailto:Seth.Kaminstein@OfficeDepot.com)

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### STAPLES CONTRACT AND COMMERICAL INC

Progress

Event Not Viewed

Shannon Bradford

[shannon.bradford@staples.com](mailto:shannon.bradford@staples.com)

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### Amazon Business Services (Amazon Business)

Progress

Event Not Viewed

Candace Pinataro

[pinataro@amazon.com](mailto:pinataro@amazon.com)

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### HiTouch Business Services

Progress

Invitation Unaccepted

Sara Petrie

[sara.petrie@hitouchmail.com](mailto:sara.petrie@hitouchmail.com)

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