



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

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**Request for Proposals (RFP)**

**Office Supplies**

**RFP No. 07-44111513-K**

**Addendum No. 2**

**August 8, 2016**

Contained herein are the answers to the questions submitted to the Department of Management Services (Department). The Department hereby amends RFP No. 07-44111513-K as noted within this Addendum. For revisions, underline represents additions and strikethrough represents deletions. In the event of a conflict between the previously released information and the information contained herein, the information herein shall control. The information included in this addendum is now made part of this solicitation.

**1. Section 1.18 Out of State Preference Letter from Attorney (if applicable) has been added:**

In accordance with Section 287.084 Florida Statutes, any Respondent who states that its “principal place of business” is outside of this state shall submit with its response a written opinion of an attorney at law, licensed to practice law in that foreign state, that contains information explaining the preferences, any or none, granted by the law of that state to its own business entities whose principal place(s) of business are in that foreign state in the letting of any or all public contracts. For the purpose of this RFP, “principal place of business” means the state in which the Respondent’s high level officers direct, control, and coordinate the Respondent’s activities.

**2. Section 1.19 Protest of Terms, Conditions and Specifications has been added:**

With respect to a protest of the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for scoring responses, awarding contracts, or modifying or amending any contract, a notice of intent to protest shall be filed in writing within 72 hours after the posting of the solicitation. For purposes of this provision, the term “the solicitation” includes this solicitation document, any addendum, response to written questions, clarification or other document concerning the terms, conditions, and specifications of the solicitation.

**3. Section 1.20 Protest of Notice of Intent to Award has been added:**

Any Respondent desiring to protest the Notice of Intent to Award shall file any notice of protest and any subsequent formal written protest with the Agency Clerk, Department for Management Services, 4050 Esplanade Way, Tallahassee, FL 32399, within the time prescribed in section 120.57(3) Florida Statutes and Chapter 28-110, Florida Administrative Code. Please copy the Procurement Officer on such filings. Failure to file a notice of protest and a formal protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**4. Section 1.21 Use of S.P. Richards has been added:**

The Department is using Quarter 3, 2016 S.P. Richards’ retail pricing as a consistent benchmark for pricing analysis for this RFP. The Department will use S. P. Richards’ retail pricing to provide a mechanism to manage pricing throughout the contract period. The Department reserves the right to use other wholesalers’ information as a benchmark for pricing. Respondents are not required to use S.P. Richards as their wholesaler.

**5. Section 2.3.1 Qualification Questions, Question 21 has been revised and replaced in its entirety:**

Does the Respondent agree to accept all terms and conditions of Attachment H, Draft Contract?

**6. Section 2.3.4 Required Documentation has been revised:**

Respondents must upload an electronic copy of the following required documentation in the MFMP Sourcing Application. Scanned copies of original documents are acceptable, except for Attachment C, Price Proposal and the Products List, as noted below. MFMP accepts file sizes up to 20 Megabytes in size. All documents and certifications must be current and in effect.

- Attachment A, Technical Proposal and Evaluation Criteria
- Attachment B, Vendor Reference Form
- Attachment C, Price Proposal – Excel only
- Attachment D, Certification of Drug-Free Workplace Form
- Attachment E, Scrutinized Companies Form
- Attachment K, Ordering Instructions Form
- Attachment L, Vendor Information Form
- Product List (10,000 Product minimum) – Excel only
- Dun & Bradstreet Supplier Qualifier Report
- Department of State Registration
- Out of State Preference Letter from Attorney (if applicable)

Note: Solicitation forms not mentioned in the section above are required after contract award, prior to contract execution.

**7. Section 2.4.3 Financials has been revised:**

The Department requires submission of the Respondent's Supplier Qualifier Report (SQR) prepared by Dun & Bradstreet (D&B). The D&B Supplier Qualifier Report is a standard report detailing financial and operational capability. The D&B Supplier Evaluation Risk Score will be scored by the Procurement Officer.

The Respondent shall request the SQR report from D&B at: <https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696>

- i Respondents who have an existing D&B account will need to click the “find your company” link of the left side of the page.

- ii Enter the Respondent's Duns Number. If the Respondent does not know the company's Duns number, the Respondent may use the search feature to find it.
- iii Confirm Registration.
- iv Enter payment method, information and complete registration. The cost of the preparation of the D&B report shall be the responsibility of the Respondent.
- v Respondents who do not have an existing D&B account can click on the following link to register:  
<https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e1s1>

Once the process is complete, an electronic copy of the SQR report shall be submitted as part of the Respondent's response within the MFMP Sourcing Application. The Respondent is required to keep a copy of the submitted report and submit a copy as part of the response to this RFP. The Respondent shall not modify the original format of the D&B report.

Since the SQR report shall be a part of the Respondent's response, Respondents are advised to allow sufficient time before the Proposal due date for D&B processing. Respondents should allow a minimum of 10 business days for D&B to process the report.

If a D&B SQR is not submitted or if a report cannot be generated by D&B, the submission will receive a score of zero (0) (Highest Risk Rating) for financial status.

The Department will use the following rating scale when evaluating the financial viability of the Respondent:

SQR Supplier Evaluation Risk Score	Points Assigned
<u>Not submitted or generated</u>	<u>0</u>
9	20
7-8	40
4-6	60
2-3	80
1	100

**8. Section 4.1 Product Categories has been revised:**

Examples of Product Categories contained in the scope of this solicitation are included in the table below. The table below is not meant to provide a comprehensive list of Products included in scope; it describes the most common types of Products (Product Sub-Categories) contained within each Product Category. Please note that calendar related items will be replaced yearly with the next calendar year's version within the same Product category and related discount. The Department and the Contractor during the contract period may mutually agree to align any missing or new Product sub-categories or services into the Product Categories listed below. The Department may use the S.P. Richards Product Categories and other Product wholesalers as a point of reference during this process.

Product Category	Product Sub-Categories
Breakroom & Cleaning Supplies	<ul style="list-style-type: none"> <li>• Hand Sanitizer, Paper Towels, Lysol Spray, Wipes, Dusters and Facial Tissue, Wastebaskets, Safety Supplies, All Wipes, Hand Soaps, Knives, Cutters, Blades and Scrapers, <u>Computer Dust-off, Lysol, Clorox, Windex, Air Freshener, Dust Pans, Cleaning Supplies, Cups, Spoons, Forks, Plates, Bowls and Shredder bags</u></li> </ul>
Folders, Binders & Accessories	<ul style="list-style-type: none"> <li>• Manila File Folders, Hanging File Folders, Fastener Folder, Classification Folders, View Binders, Ring Binders, <u>Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, File Indexes, Tabs, Tab Reinforcements, and Accessories</u></li> </ul>
Office Consumables (includes Art, Educational & Envelopes)	<ul style="list-style-type: none"> <li>• Adhesives, Glues, Gluesticks, Adhesive Removers</li> <li>• Appointment Books, Phone Message Books, Statement Books, Fax Message Books, 'While You Were Out' Books, Forms, Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets</li> <li>• Archive Boxes, Cardboard Boxes, Storage Containers</li> <li>• Award Frames, Displays, Plaques, Certificates</li> <li>• Badges, Badge Holders, Lanyards</li> <li>• Batteries, Chargers,</li> <li>• Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber bands, Scissors, Shears, Cutters, Trimmers, Hole Punches (non-electric)</li> <li>• Binders, Combs, Rings, Spines</li> <li>• <del>Book Cases, Book Ends, Book Shelves</del></li> <li>• Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards</li> <li>• Calendars, Desk pads, Refills, Planners</li> </ul>

Product Category	Product Sub-Categories
	<ul style="list-style-type: none"> <li>• Calculator Ink, Calculator Spools, Adding Machine Tape, Cash Register Tape</li> <li>• Camera Film, <del>Photo Paper</del></li> <li>• <del>Chair mats</del></li> <li>• <del>Clocks, Hooks, Lamps</del></li> <li>• Correction Fluid, Correction Tape, Correction Pens</li> <li>• <del>Cups, Spoons, Forks, Plates, Bowls</del></li> <li>• <del>Dusters, Computer Dust-off, All Wipes, Lysol, Clorox, Hand Soaps, Windex, Air Freshener, Dust Pans, Cleaning Supplies</del></li> <li>• Erasers, Dry-Erase Erasers, Chalk, Crayons</li> <li>• Ink Pads, Refills, Stamps</li> <li>• <del>Knives, Cutters, Blades, Scrapers</del></li> <li>• Labels, Label Holders</li> <li>• Mailing Tubes, Mailing Tubs, CD Mailers, Packaging, Fingertips, Letter Openers, Moistener</li> <li>• Markers, Highlighters</li> <li>• Envelopes</li> <li>• Notebooks, Notepads, Pads of Paper, Post it Notes, <del>Art Paper, Construction Paper, Crepe Paper</del></li> <li>• Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, <del>Wastebaskets</del>, Drawers, Desktop Shelves, <del>Shredder bags</del>, Extension Cords</li> <li>• Pencils, Pencil Erasers, Lead Refills, Pencil Sharpeners, Pens, Pen Refills</li> <li>• Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles</li> <li>• <del>Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides</del>, Index Cards, Business Cards, Card Holders, <del>File Indexes, Tabs</del>, Ledgers, <del>Tab Reinforcement</del>, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape</li> <li>• Signs, Sign Holder, Flyer Holders, Racks, Literature Displays, Name Plates</li> <li>• Staplers, Staples, Staple Removers</li> <li>• Tape, Tape Dispensers, Embossing Tape, Velcro Products</li> </ul>

Product Category	Product Sub-Categories
	<ul style="list-style-type: none"> <li>• Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches</li> <li>• <del>Safety Supplies</del></li> <li>• Art and Science Supplies</li> </ul>
Office Equipment	<ul style="list-style-type: none"> <li>• Calculators, Easels, Pencil Sharpeners, Dividers, Carts, Hand Trucks, Hole Punches, Label Makers, Laminators, Shredders, Typewriters, Printers, <u>Book Cases, Book Ends, Book Shelves, Chair mats, Clocks, Hooks, Lamps</u> and Furniture</li> </ul>
IT Peripherals	<ul style="list-style-type: none"> <li>• CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, Computer Bags and Cases, Mouse, Keyboards, Keyboard Pads, Mouse pads, Camera Bags, Camera Cases</li> <li>• Headsets, Headset Accessories, Headphones</li> <li>• Surge Protectors, UPS Power Supply</li> <li>• USB Drives, Flash Memory, Zip Disks</li> <li>• IT Hardware / Software</li> </ul>
Paper – Other	<ul style="list-style-type: none"> <li>• Art Paper, Construction Paper, Crepe Paper, Colored Paper, <u>Photo Paper, Computer Paper</u> and Specialty Paper</li> </ul>
Paper – White, Recycled & Virgin	<ul style="list-style-type: none"> <li>• Paper – 20# White, Recycled and Virgin Copy Paper, minimum 92 bright</li> </ul>
Toner – Original Equipment Manufacturer	<ul style="list-style-type: none"> <li>• Original Equipment Manufacturer (OEM) - Toners, Cartridges, Fusers, Kits, Drums, Ribbons and Related Accessories</li> <li>• Brands include but are not limited to: Hewlett Packard, Dell, Lexmark, Cannon, Brother, etc.</li> </ul>
Toner – Remanufactured	<ul style="list-style-type: none"> <li>• Remanufactured - Toners, Cartridges, Fusers, Kits, Drums, Ribbons, and Related Accessories</li> </ul>

**9. Section 4.2.1 Transaction Fee Reports has been revised:**

The awarded Respondent(s) from this Solicitation will be required to pay the required Transaction Fees, as prescribed by rule 60A-1.031, Florida Administrative Code, or as may otherwise be established by law. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

The Contractor is required to submit monthly Transaction Fee Reports in electronic format. Reports are due ~~ten (10)~~ fifteen business days after the end of the reporting period. For information on how to submit Transaction Fee Reports online, please reference the detailed fee reporting instructions and training presentations available on the MFMP website: [MFMP Transaction Fee and Reporting](#). Assistance is also available with the Transaction Fee Reporting System from the MFMP Vendor Help Desk by email at [feeprocessing@myfloridamarketplace.com](mailto:feeprocessing@myfloridamarketplace.com), or by telephone at 866-FLA-EPRO (866-352-3776) between the hours of 8:00 AM to 6:00 PM Eastern Time.

**10. Section 4.2.2 Contract Quarterly Sales Reports has been revised:**

The Contractor agrees to submit a Contract Quarterly Sales Report, Attachment J to the DMS Contract Manager in the format to be provided by the Contract Manager ~~ten~~ fifteen business days after the close of the State Fiscal quarter (September 30, December 31, March 31, and June 30).

Reports must be submitted in MS Excel format. The report will include all sales (orders) from Customers received (associated with this contract) during the period. Initiation and submission of the Sales Report is the responsibility of the Contractor without prompting or notification from the DMS Contract Manager. If no orders are received during the period, the contractor must submit a report stating that there was no activity.

Data elements to be included in the Contract Quarterly Sales Report are as follows:

Data Element	Description
Order Date	The date the order was received by the Contractor.
Order Number	The identifier of the transaction that establishes the obligation for the Product or service. Typical Transactions may include purchase orders (PO) or Purchasing Card (PCard) transactions.
Product Category	Product Category specific to this RFP (Office Consumables, Toner, etc.)
Product Description	Nomenclature of the Product or service ordered.
Customer Type	Classification of the Customer (Drop-down Menu provided): <ul style="list-style-type: none"> <li>• Agency,</li> <li>• FL OEU Cities &amp; Counties</li> <li>• FL OEU Schools K-12</li> <li>• FL OEU College &amp; Universities</li> <li>• FL OEU Not for Profit</li> </ul>
Standard Product Code	An identifier used by the Office Supplies industry to describe the Product or service. UPC required, GTIN if available.
<del>United Nations</del> United Nations Standard Products	Taxonomy of Products and services for use in eCommerce. It is a four-level hierarchy coded as an eight-digit number, with an optional fifth level adding two more digits.



Data Element	Description
and Services Code (UNSPSC)	
Manufacturer	The original producer of the Product.
Manufacturer ID	The alpha numeric code established by the manufacturer for the Product.
Quantity	The amount of the Product or service ordered.
Unit of Measure	Standard unit or system of units by means of which a quantity is accounted for and expressed (e.g., each, set, box, case, etc.)
Unit Price	The cost of one unit of measure of an item.
Total Price	The price paid for the items ordered; calculated as the unit price multiplied by the quantity ordered. This field is pre-calculated, no entry is required.
Reference Price	The MSRP.
Savings Percentage	Pre-calculated field representing the percentage difference between total price incurred by the order verses the price that would have been paid without the benefit of this contract. Formula= ((Reference Price – Unit Price) / Reference Price)

**11. Section 4.2.3 Preferred Pricing Affidavit Requirement (Attachment G) has been revised and replaced in its entirety:**

The Contractor agrees to submit to the Department, prior to contract execution and at least annually, the completed Attachment G, Preferred Pricing Affidavit.

**12. Section 4.2.7 Backorder Fill Report has been revised:**

Upon request, the Contractor shall provide the Department a report within ~~two~~ five business days providing the following: the Product name and Product ID, reason for shortage, and plan of action when delivery may be expected or suggested replacement. The Contractor will ship backorders within five business days of the original order, unless special circumstances apply.

**13. Section 4.2.8 Reporting Schedule has been revised:**

The contractor shall submit reports in accordance with the following schedule:

Report	Period Covered	Due Date(s)
MFMP Transaction Report	Calendar month	40 <u>15</u> business days after close of the period
Contract Quarterly Sales Report	State Fiscal Quarter	40 <u>15</u> business days after close of the period
PUR7064-Savings/Reductions Form	Required upon contract award, prior to contract execution and required for quarterly price and product adjustments	10 business days after each action that adjusts prices
Diversity Report [submitted to the Customer]	State Fiscal Year	40 <u>15</u> business days after close of the period
Preferred Pricing Affidavit	Annual	Contract anniversary date
Ad hoc Report	As requested	Specific and reasonable timeframe
Backorder Fill Report	As requested	2 <u>5</u> business days upon request

**14. Section 4.3.1 Delivery Timing has been revised and replaced in its entirety:**

The Contractor shall maintain a delivery timing rate of 95% or greater. On-time delivery is defined as delivery within two business days for orders placed by 4:00 PM ET. The delivery timing rate is calculated by the total number of orders delivered within 2 days divided by the total number of orders. Example: 99 orders delivered within 2 days/100 total orders = 99.0% on-time delivery. The Contractor shall submit to the Department the monthly report in Microsoft Excel that details the on-time delivery timing rate.

**15. Section 4.7 Price and Product Adjustments has been revised:**

The discount proposed for each Product Category shall remain the same throughout the term of the Contract and for all renewals and extensions. The Contractor must maintain prices for Brand Name and Generic Products for the first year of the Contract as proposed in the Products List. All pricing must be verifiable and auditable.

After the first anniversary of the Contract award, the Contractor may request the Department to approve updated Product final sell prices that reflects any updates to the S.P. Richards' list, or Product manufactures' prices if S.P. Richards is not available, or the Contractor's price for Generic Products. The Contractor may submit updated price lists for approval on a quarterly basis on January 1, April 1, July 1, and October 1 of each calendar year. There will be no retroactive price increases allowed. If S.P. Richards', the Product manufacturers, or the Contractor's prices decrease, the Contractor shall submit to the Department a revised Product List on a ~~monthly~~ quarterly basis that reflects the lower prices for Department review and approval. Once approved, the Contractor shall update all systems to provide Customers the lower pricing effective immediately. The Contractor may submit additions and deletions to the product catalog on a quarterly basis.

**16. Section 4.9 Contract Products has been revised:**

The Contractor shall only offer Products awarded from this RFP on the Contractor's punch-out and online catalogs for the State of Florida. ~~Products shall be clearly designated as "Contract Items" in the catalogs.~~ Non-Contract Products will not be permitted and cannot be purchased under this contract.

**17. Section 4.10 Third Party Audits has been revised and replaced in its entirety:**

The Contractor shall obtain a third party firm at no additional cost to the State to conduct external price audits for this contract. The Contractor shall obtain a third party firm (to be approved by the Department) to perform a quarterly audit with a minimum of 500 contract items to confirm the accuracy of S.P. Richards Price or MSRP, MSRP % discount, and final sell price. Specifically, the third party firm will verify that the prices displayed on the Contractor's website are less than or equal to the contract terms. The third party firm shall submit a quarterly report to the Department confirming the Contractor's Price Accuracy Rate within 15 days after the close of each quarter. The Price Accuracy Rate shall be calculated using the following formula: Price Accuracy Rate = the number of audited items each quarter where the net price is less than or equal to the contract price divided by the number of audited items. (Example: 490 items priced at or below the approved contract price/500 items audited= 98.0% pricing accuracy). The Contractor shall maintain a Price Accuracy Rate of 98% or greater.

At a minimum, the quarterly report will identify items not in compliance with the contract terms, provide the date of the audit, and screenshots of the items on the Contractor's website that were not in compliance with the contract terms. If the Department deems it is in the best interest of the state, the Department reserves the right to increase the frequency of the Third Party Audit.

**18. Attachment C – Price Proposal has been revised and replaced in its entirety.**

**19. Attachment G – Preferred Pricing Affidavit has been revised and replaced in its entirety.**

**20. Attachment H – Draft Contract has been revised and replaced in its entirety.**

**21. Attachment I – General Contract Conditions has been revised and replaced in its entirety.**

**22. Attachment M – S.P. Richards Benchmark Report has been added.**

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN §120.57(3), FLORIDA STATUTES, OR FAILURE TO FILE A BOND OR OTHER SECURITY WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Any protest must be timely filed with:

Office Supplies  
RFP No. 07-44111513-K  
Addendum No. 2

Department of Management Services  
Agency Clerk – Diane Wint  
4050 Esplanade Way, Suite 160  
Tallahassee, FL 32399-0950

Office Supplies  
RFP No. 07-44111513-K  
Addendum No. 2

### Questions and Answers

No.	Question	Answer
1	Is this RFP for the Office and Educational Consumables 618-000-11-1, that is ending April 17, 2017?	Yes, RFP No. 07-44111513-K Office Supplies is intended to replace the current State Term Contract No. 618-000-11-1 Office and Educational Consumables.
2	Will there be multiple awards on everything or multiple awards for just certain items?	Reference Section 1.2 RFP Goals. The Department reserves the right to award a contract to one or more Vendors, for all or part of the work contemplated by this solicitation, as determined to be in the best interest of the State. Reference Section 2.4.4 Price Proposal (Attachment C). Respondents shall provide a Price Proposal for statewide coverage and provide a discount off MSRP for all Product Categories, including Brand Name and Generic Products, for the initial and renewal terms.
3	Could there be bids/awards for regions, or is it all statewide?	Reference Section 2.4.4 Price Proposal (Attachment C). Respondents shall provide a Price Proposal for statewide coverage and provide a discount off MSRP for all Product Categories, including Brand Name and Generic Products, for the initial and renewal terms.
4	A) Will any and all bid extensions on 618-000-11-1 be eliminated once this contract is in place?  B) Is there anything in Florida statutes that require more than one award, or can there be just one award for everything statewide?	A) At this time, it has not been determined if the State will execute new contracts resulting from this RFP prior to the expiration of the current State Term Contract.  B) Reference Section 1.2 RFP Goals. The Department reserves the right to award a contract to one or more Vendors, for all or part of the work contemplated by this solicitation, as determined to be in the best interest of the State.
5	Could high volume paper items be priced individually?	Reference Section 1.3 Scope. The paper product categories are for fewer than 10 cartons per order.
6	Could a vendor offer a better discount to a single agency without being required to offer the same discount to another agency?	Pricing must conform to the requirements listed in Attachment I, General Contract Conditions, section 3.2 price decreases, sub-section b) preferred pricing.

**Questions and Answers**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
7	<p>On attachment C: price Proposal, there are limited UNSPSC does and product category descriptions in comparison to the categories defined in the RFP document. Example noted below.</p> <p>For clarification, could you insert the language from the RFP document into attachment C: <i>“The table below is not meant to provide a comprehensive list of Products included in scope; it describes the most common types of Products (Product Sub-Categories) contained within each Product Category. Please note that calendar related items will be replaced yearly with the next calendar year’s version within the same Product category and related discount. The Department and the Contractor during the contract period may mutually agree to align any missing or new Product sub-categories or services into the Product Categories listed below. The Department may use the S.P. Richards Product Categories and other Product wholesalers as a point of reference during this process.”</i></p>	Reference Addendum 1, Attachment C: Price Proposal.
8	<p>2.3.1 Qualification Questions Question 21 requires offerors to agree "to accept all terms and conditions listed in the RFP, draft contract and General Contract Conditions with no exceptions[.]" which appears to indicate that all terms and conditions of these documents are mandatory, and states that proposals will not be considered unless this agreement is indicated. However, RFP § 1.10 provides that the State may accept a deviation of requirements if the Department determines it is in the best interests of the Department or the State to accept the deviation. How should an offeror propose deviations or alternative terms or conditions that the offeror believes will be acceptable to the Department without the Department rejecting the proposal?</p>	Reference Addendum 1, Section 2.3.1 Qualification Questions, Question 21. Respondents may propose suggested language to the draft Contract and General Contract Conditions for the Department's consideration, but first must answer yes and agree to all Qualification Questions listed in the RFP.

**Questions and Answers**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
9	2.3.3 Product List Respondents are required to submit with their response an electronic copy of their complete Product list, providing a minimum of 10,000 Products that they intend to provide Customers under the awarded contract. Is a vendor required to include every item in their full line Business to Business catalog that is within the scope of the RFP, or are they allowed to pick and choose which items they will include in their catalog assortment for RFP evaluation?	Respondents are not required to include every item in their full line Business to Business catalog. Respondents must provide a minimum of 10,000 products and each Product Category must be listed on a separate tab in the Respondent's product list. Ex: Office Supplies on Tab 1, Toner on Tab 2, etc. as listed in Section 2.3.3. Product List.
10	2.3.3 Product List The state requires vendors to submit their catalog with the Q3 SP Richards list price. To reduce the chance for inconsistencies and to insure that all vendors are using the same SPR catalog file and List price in their proposals, will the state provide the SPR catalog file for all vendors to use?	Yes, reference Addendum 1, Attachment M: S.P. Richards Benchmark Report and Section 1.21 Use of S.P. Richards.
11	2.3.3 Product List discusses creating the initial Catalog Product List, 4.7 Price Adjustments defines the process to be used in updating catalog pricing. How do we handle Adds and Deletes to the items that are included in the Catalog Product List? Should these be done once per quarter with the updated catalog price file?	Yes, reference Addendum 1, Section 4.7 Price and Product Adjustments.
12	The state has asked for a discount from list price by category. Is the quoted discount from list price required to be applied uniformly to every item in the product category that is contained in the vendor's submitted catalog file, or will the state allow exceptions to the quoted discount based on a vendor's product cost, or stocking strategy?	Reference Section 2.4.4 Price Proposal (Attachment C). Respondents shall provide a Price Proposal for statewide coverage and provide a discount off MSRP for all Product Categories, including Brand Name and Generic Products, for the initial and renewal terms. The Department does not allow exceptions to the quoted discount for a vendor's product cost or stocking strategy.
13	4.2.2 Contract Quarterly Sales Reports Quarterly Sales Reports are due 10 days after the end of the calendar month. Based on the volume of purchases, size of the contract and amount of data required, will the state change the due date to 15 days after the end of the month?	Yes, reference Addendum 1, Section 4.2.2 Contract Quarterly Sales Reports.

**Questions and Answers**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
14	<p>4.2.7 Backorder Fill Report The state is requiring a Backorder fill report within 2 days after request. Due to the size of the contract and the volume of orders, can this time be extended to 5 business days?</p>	<p>Yes, reference Addendum 1, Section 4.2.7 Backorder Fill Report.</p>
15	<p>4.3.1 Delivery Timing contains the following definition of the On Time Delivery Calculation: “The delivery timing rate is calculated by the number of orders multiplied by two business days and then divided by the sum of all business days to fill and deliver orders.”</p> <p>Isn't the intent of the metric to calculate the number of orders that are delivered on time (within 2 business days)? A simpler and more accurate calculation would be:</p> <p>The delivery timing rate is calculated by the total number of orders delivered within 2 days divided by the total number of orders. Example: 99 orders delivered within 2 days/100 total orders = 99.0% On Time Delivery. This is similar to the language in the current Office Consumables contract. Will the state agree to change the method in which On Time Delivery is calculated?</p>	<p>Yes, reference Addendum 1, Section 4.3.1 Delivery Timing.</p>
16	<p>4.7 Price Adjustments The state is requiring quarterly catalog updates for price increases and monthly catalog updates for price decreases resulting in monthly changes to the catalog price file. This creates a significant work load for the state Contract Administrator and the vendor, and also creates an issue for state Agencies that use MFMP for their purchases. At each price change, agencies may create a requisition under one set of pricing and by the time it is approved in MFMP and the Purchase Order is issued, pricing may have updated resulting in invoicing that does not match the Purchase Order. This creates additional work and frustration for the end user. In order to provide a better customer experience, will the state consider updating this section to allow all price updates on a quarterly basis?</p>	<p>Yes, reference Addendum 1, Section 4.7 Price and Product Adjustments.</p>



### Questions and Answers

No.	Question	Answer
17	<p>4.9 Contract Products The current contract allows Other Eligible Users of the contract to purchase additional items that are not included in the Approved Catalog file as a convenience and requires that items that are contract items be clearly marked. This streamlines their purchasing process and makes the contract more attractive to Schools and Higher Education. This is at the discretion of each entity's procurement policy, and each entity has the option to "Opt Out" of this process.</p> <p>This potential increase in volume to OEU's will allow vendors to give more aggressive pricing to the state. Will the state consider allowing Other Eligible users to continue to purchase additional specialty items as a convenience?</p>	No, reference Addendum 1, Section 4.9 Contract Products.

**Questions and Answers**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
18	<p>4.10 Third Party Audits contains the following definition of the Pricing Accuracy Calculation:</p> <p>“The Price Accuracy Percentage Rate shall be calculated using the following formula: the total sum of the contract price for 500 products sampled divided by the total sum of the purchase price for 500 products. Example: \$5,050 divided by \$4,900 = 103%.” This calculation will allow for some items to be priced higher than the contract price, as long as other items are priced lower than the contract price.</p> <p>If the intent of the calculation is to measure pricing accuracy, a simpler and more accurate calculation would be:</p> <p>Price Accuracy Rate shall be calculated using the following formula:            Price Accuracy Rate = the number of audited items each quarter where the net price is equal to or less than the contract price divided by the number of audited items. (example: 99 items priced at or below the approved contract price/100 items audited= 99.0% pricing accuracy). This is similar to the language in the current Office Consumables contract. In order to improve accuracy, will the state consider revising the audit calculation?</p>	<p>Yes, reference Addendum 1, Section 4.10 Third Party Audits.</p>

**Questions and Answers**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
19	<p>4.1 Product Categories There are several items that are contained in more than one product category which may create confusion and result in pricing accuracy issues:</p> <ul style="list-style-type: none"> <li>• Knives, Cutters, Blades and Scrapers, Safety Supplies, Wastebaskets, Dusters, Hand Soaps are contained in both Breakroom and Cleaning Supplies and also in Office Consumables. These should be removed from Office Consumables and should remain in Breakroom and Cleaning Supplies.</li> <li>• Art Paper, Construction Paper, Crepe Paper are in both Office Consumables and Paper Other. These should be removed from Office Consumables and should remain in Paper Other.</li> </ul> <p>In order to improve accuracy and reduce confusion will the state consider accepting the above recommendations?</p>	<p>Yes, reference Addendum 1, Section 4.1 Product Categories.</p>

**Questions and Answers**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
20	<p>4.1 Product Categories It may be more appropriate for certain items to be included in a different product category which would allow for more aggressive discounting resulting in lower pricing to the state.</p> <ul style="list-style-type: none"> <li>• Computer Dust-off, All Wipes, Lysol, Clorox, , Windex, Air Freshener, Dust Pans, Cleaning Supplies, Cups, Spoons, Forks, Plates, Bowls, Shredder Bags are in Office Consumables and should be moved to Breakroom and Cleaning Supplies.</li> <li>• Photo Paper and Camera Film is in Office Consumables and should be moved to Paper Other</li> <li>• Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, File Indexes, Tabs, Tab Reinforcements are in office Consumables and should be moved to Folders, Binders &amp; Accessories</li> <li>• Book Cases, Book Ends, Book Shelves, Chair mats, Clocks, Hooks, Lamps are in Office Consumables and should be moved to Furniture</li> <li>• Extension Cords are in Office Consumables and should be moved to IT Peripherals</li> <li>• Furniture is currently part of Office Equipment. Furniture will receive improved discounting if removed from Office Equipment and included as a separate category.</li> </ul> <p>In order to receive improved discounting and lower prices, will the state consider making the above category changes?</p>	<p>Reference Addendum 1, Section 4.1 Product Categories.</p>

### Questions and Answers

No.	Question	Answer
21	Florida Statue 287.084 requires that a preference be given to local vendors whose principal place of business is in the state of Florida. Please confirm that this statue will apply to the Office Supplies solicitation RFP No. 07-44111513-K and explain how it will be applied.	Reference Addendum 1, Section 1.18 Out of State Preference Letter from Attorney (if applicable).