

PORTFOLIO TITLE: OFFICE SUPPLIES (2022 – 2027)

LEAD STATE: OREGON

OVERVIEW:

Master Agreements have been established with qualified awarded Suppliers to provide Office Supplies to eligible entities.

INITIAL TERM: 2 years

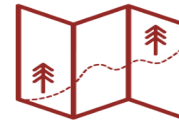
RENEWALS: 3 years

TOTAL TERM POSSIBLE: 5 years

PRODUCT CATEGORIES:

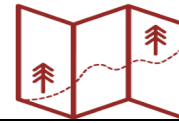
1	Adhesives, Glues, Glue Sticks, Adhesive Removers
2	Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets
3	Archive Boxes, Cardboard Boxes, Storage Containers
4	Award Frames, Displays, Plaques, Certificates
5	Badges, Badge Holders, Lanyards
6	Batteries, Chargers, UPS Power Supply, Surge Protectors, Extension Cords
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumb Tacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches
8	Binders, Combs, Rings, Splines
9	Book Cases, Book Shelves
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Display Rails
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, "While You Were Out" Books, Forms, Calendars, Deskpads, Refills, Planners
12	Garbage/Trash Can Liners, Shredder Bags, Recycling Bags
13	Carts, Hand Trucks
14	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags and Cases
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats
16	Clocks, Hooks, Lamps (Including Desk Lamps and Light Bulbs)
17	Correction Fluid, Correction Tape, Correction Pens
18	Food Service Ware (Cups, Spoons, Forks, Plates, Bowls)
19	Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners, and Other Cleaning Supplies
20	Chalk Erasers, Dry Erase Erasers, Chalk, Crayons
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners

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22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies
23	Headsets, Headset Accessories, Headphones
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls
25	Knives, Cutters, Blades, Scrapers
26	Labels, Label Makers, Label Holders
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Finger Tips, Finger Tip Covers and Moisteners, Letter Openers, Butcher Paper
28	Markers, Highlighters, Felt Pens
29	Mouse, Keyboards, Wrist Rests, Keyboard Pads, mouse Pads, Keyboard Trays
30	Notebooks, Notepads, Pads of Paper, Sticky Notes
31	Office Organizers, In Boxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, desktop Shelves, Shredders, Bookends
32	Paper (including Copy Paper, Writing Paper, Stationery, etc.)
33	Pencils, Pencil Erasers, mechanical Pencils, Lead Refills, Pens, Pen Refills
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes
35	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, ledgers, Tab Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates
37	Staplers, Staples, Staple Removers
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products
40	Breakroom Paper Products: Tissues, Paper Towels, Napkins
41	Toner Cartridges, LaserJet HP Brand Only
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums and Accessories
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands
44	Remanufactured and Bio-based Toner and Ink Cartridges
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches
46	USB Drives, Flash Memory, Zip Disks
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools
48	Un-Categorized Spend
49	Paper

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SUPPLIERS AVAILABLE:

1. ODP Business Solutions, LLC (Group 1 - Nationwide Coverage)
2. Staples Contract & Commercial, LLC (Group 1 - Nationwide Coverage)
3. Wist Business Supplies & Equipment (Group 2 - Geographical Coverage - AZ, CA, NV and UT Coverage)
4. W.B. Mason Company, Inc. (Group 3 – State Coverage - Vermont)

KEY BENEFITS:

1. Four awarded suppliers
2. Nationwide coverage by two suppliers
3. One supplier expanded coverage from one to four states.
4. New Master Agreements awarded to three incumbents, minimizing transition to new suppliers.

PRICING:

The new portfolio has produced discount rates of 40 to 81%.

Group 1 (Nationwide Coverage): 15 to 75%.

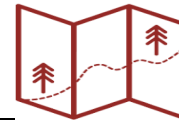
Group 2 (Geographical Coverage): 26.5 to 75%.

Group3 (State Coverage): 37 to 78%.

PROCUREMENT BACKGROUND:

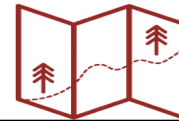
The State of Oregon released the RFP for Office Supplies on May 4, 2022 and closed on June 24, 2022. The Sourcing Team conducted individual evaluations from July 5, 2022 through August 12, 2022. It met virtually on July 6, 2022 and July 19, 2022 and held an in-person meeting on September 7, 2022 and September 8, 2022 in Portland, Oregon, to discuss and finalize the evaluations and award recommendations.

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<u>STATES ON SOURCING TEAM:</u> 1. Oregon (Lead) 2. Alaska 3. Idaho 4. Missouri 5. Montana 6. Utah	<u>SOLICITATION INFORMATION:</u> Type: Request for Proposals (RFP) Solicitation Number: S-10700-00001355 Date Released: 05/04/2022 Date Closed: 06/24/2022
<u>PUBLIC POSTING OF SOLICITATION:</u> Solicitation was Publicly Advertised from 05/04/2022 to 06/24/2022. • Website Posted On: Oregon Buys - oregonbuys.com • Posting Link: oregonbuys.com • Number of Days Solicitation was Publicly Posted: 52 • Number of Amendments Posted: 3	<u>PUBLIC OPENING</u> N/A – The State of Oregon does not require public openings. 
<u>VENDOR RESPONSES:</u> • Number of Vendor Responses Received: 10 • Number of Non-Responsive Vendor Responses: 1 • Number of Vendor Responses Evaluated: 9	<u>EVALUATIONS:</u> The Responses were provided to the evaluators on July 5, 2022 and the evaluators began their reviews in their respective home states. The members of the Sourcing Team completed their evaluations based on the evaluation criteria in the RFP. They met in-person on September 7th and 8th, 2022 to discuss their evaluations, verify scores and make award recommendations.
<u>EVALUATION CRITERIA:</u> Responses were evaluated based on the following Evaluation Criteria: 1. Business Proposal (170 points) 2. Implementation and Communication (75 points) 3. Customer Service (75 points) 4. Training (45 points) 5. Geographic Coverage (30 points) 	

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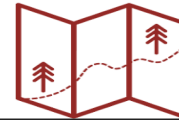


6. Sustainability Quest (30 points)
7. Environmental Services (30 points)
8. ESB/MBE/WBE (30 points)
9. Environmentally Preferable Packaging (30 points)
10. Return Policy (25 points)
11. Contract Management (40 points)
12. Vendor Marketing – Implementation Plan & Transition (30 points)
13. Retail Store Purchases (30 points)
14. Catalog (15 points)
15. Sourcing and Labeling of Green Products (50 points)
16. References (170 points)
17. Price Proposal (855 points)
18. Total Points Possible (1730)

The following formula was used to determine the price score:

lowest price of all Proposers/price being scored X price points possible = price score

* - Initially, evaluation criteria included a Blind Market Basket consisting of 39 commonly purchased products with one or more individual items from a majority of the categories of supplies offered. The RFP allowed the Evaluation Committee to substitute items in the Basket in order to facilitate an “apples to apples” comparison, as well as to eliminate items in the Basket if equivalent items were not able to be identified and evaluated across all Responsive Proposals. The Evaluation Committee had difficulty identifying comparable items and even considered a smaller Market Basket before finally determining that none of the items or comparable items could be found for all Proposers. Therefore, in the best interest of the NASPO ValuePoint membership, a determination was made that the only option was to eliminate the Blind Market Basket.



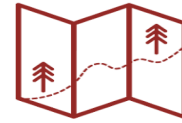
SCORING:

A natural break in scores was used to determine the number of recommended awards in each group. Each recommended awardee received a minimum of 75% of the total overall points available.

Below is a complete breakdown of awarded points:

	Max Points Available	Concordance Healthcare Solutions, LLC	Innovative Office Solutions	ODP Business Solutions, LLC	Overstock.com Inc.	Pacific Office Solutions, LLC	Staples Contract & Commercial, LLC	Victory International Group	W.B. Mason Company, Inc.	West Business Supplies & Equipment
Business Proposal	170	89.25	110.50	140.25	110.50	106.25	136.00	106.25	114.75	114.75
Implementation and Communication	75	39.38	48.75	56.25	31.88	50.63	61.88	45.00	54.38	56.25
Customer Service	75	46.88	56.25	61.88	43.13	52.50	61.88	41.25	54.38	63.75
Training	45	29.25	28.13	38.25	24.75	30.38	36.00	19.13	30.38	32.63
Geographic Coverage	30	20.25	13.50	17.25	15.00	18.75	21.75	15.00	20.25	17.25
Sustainability Quest	30	15.00	22.50	26.25	17.25	20.25	25.50	15.00	18.00	21.75
Environmental Services	30	18.00	18.00	24.75	15.75	19.50	25.50	12.00	19.50	22.50
ESB/MBE/WBE	30	18.00	22.50	25.50	18.75	23.25	26.25	9.75	21.00	20.25
Environmentally Preferable Packaging	30	16.50	24.75	24.00	15.00	19.50	24.00	15.00	21.75	20.25
Return Policy	25	15.00	15.00	19.38	10.00	19.38	20.00	8.75	16.88	18.13
Contract Management	40	25.00	27.00	26.00	9.00	31.00	35.00	13.00	22.00	30.00
Vendor Marketing - Implementation Plan and Transition	30	18.75	19.50	25.50	12.00	22.50	23.25	13.50	18.75	20.25
Retail Store Purchases	30	7.50	9.00	23.25	7.50	12.00	27.00	7.50	9.75	12.00
Catalog	15	9.38	9.38	12.38	6.00	9.38	11.25	6.00	9.38	10.50
Sourcing and Labeling of Green Products	50	11.25	35.00	43.75	26.25	38.75	46.25	23.75	35.00	42.50
References	170	119.00	0.00	131.75	136.00	136.00	123.25	0.00	136.00	136.00
Price Proposal - Attachment G	855	757.37	792.58	769.49	337.81	587.97	770.12	855.00	855.00	855.00
Total Points	1730	1255.75	1252.33	1465.86	836.56	1197.97	1474.87	1205.88	1457.13	1493.75
Percentage of Total Points Received		72.59%	72.39%	84.73%	48.36%	69.25%	85.25%	69.70%	84.23%	86.34%

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**AWARD:**

Based on the RFP award methodology, the sourcing team NASPO ValuePoint Executive Council's approval of award to the following:

Group 1 Nationwide

ODP Business Solutions, Inc.
Staples Contract & Commercial, LLC

Group 2 – Geographical

Wist Business Supplies and Equipment

Group 3 – Individual State

W.B. Mason Company, Inc.

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