23RFP8602 Office Supplies

State’s Response to Questions

In accordance with the RFP, the following is the State’s response to Offeror questions submitted by 5:00 PM Central Time on April 12, 2023 as outlined in Section 1.4 Schedule of Activities. Any changes to the RFP as a result of these questions will be accomplished by the Office of Procurement Management through the use of an addendum.

1. The private label tab included copy paper of different sizes. The state is requesting a category discount for those items. Copy paper is treated as its own category typically. If the copy paper has to have the same discount from list as the other items that are in the same category, this will sku the pricing on either the paper or the other items. Is there a way to keep copy paper in its own category?

**The Private Label Tab contains items that are considered private label and paper is included. You may offer varying discount percentages for items in this tab than you would offer for the Private Label Balance of the Catalog Tab 28.**

**Category 27 is Mill (Fine) Paper and these items are brand name with no alternates accepted. You may offer a different discount for this category but only one discount percentage can be offered. For example, if you are offering a 50% discount for one item, then ALL items in Category 27 must be offered at a 50% discount.**

**The Balance of the Catalog - Category 27 has been updated, see attached worksheet.**

2. Per the RFP documents it states that we need to connect with you regarding a supplier being added to the HP Deal for the state. Though we received an email last week about connecting with Stewart Preece.

Who should we contact to get added to the HP deal? **Stewart Preece at email** **stewart.bri.preece@hp.com**

3. On the Core list of items on tab 1 of the excel. If the supplier does not carry a certain brand or item, though there is a suitable alternative. Should that alternative be added to the Core list tab or tab 28 (alts) of the excel?

**Only name brand items are being considered. No alternates will be accepted.**

4. What is the expect dollar value for the award for the new office supply contract?

**Annual sales of $2.5 million to $3.0 million.**

5. How should items that have been discontinued by the manufacturer that appear on the excel?

**Two items are in the process of being discontinued**

**Core List Line 56 Sanitizer, Hand, Purell, 8 oz. #GOJ965212EA has been replaced with Sanitizer, Purell, Orgl, Clr. 12 oz. #GOJ365912EA.**

**Balance of Catalog – Category 20 Shredder, 73CI,BKSV; Fellowes Mfg. Co. #FEL4601001 has been replaced with Shredder, 63CB,BK; Fellowes Mfg. Co. #FEL4600001.**

6. What is the expected average order size for the office supply contract?

**Please refer to Section 3.3.1**

7. How many orders were placed through the current vendor in 2022?

**During 2022 there were 7317 orders.**