

EXECUTIVE SUMMARY



April 20, 2017

To: NASPO ValuePoint Management Board

From: Ted Fosket for the Mailroom Equipment, Supplies and Maintenance Sourcing Team

RE: Evaluation/Award Summary and Recommendation for NASPO ValuePoint (Arizona RFP Number ADS 016-00006328), Mailroom Equipment, Supplies and Maintenance.

This executive summary was prepared by NASPO ValuePoint staff for use by the Management Board. The official award documents are maintained by the Lead State in accordance with its procurement laws.

Background: Following an industry meeting which was held in May 2015, a re-solicitation of the Mailroom Equipment, Supplies, and Maintenance contracts was released in August 2015 and closed in October 2015. There were issues with awarding new contracts so a second re-solicitation effort was started in February 2016. The new RFP was released last September and closed in October. The sourcing team conducted evaluations in early December. They included a period for clarifications and best and final offers. The evaluations are now complete and the sourcing team is seeking Management Board approval to move forward with awards. If approved, these contracts will have an initial term of two-years with incremental options to renew for three additional years; a total of five years.

Sourcing Team: The RFP was led by the State of Arizona and was developed with sourcing team involvement from five states: California, Connecticut, Illinois, Texas, and Utah. NASPO ValuePoint staff provided project oversight.

RFP Information: The RFP was issued on September 19, 2016. The RFP was amended six times and closed November 15, 2016.

Proposal Information: Ten proposals were received from Bell and Howell, Francotyp Postalia, Mailroom Dynamics, Neopost, Opex, Pitney Bowes, RISO, ROAR Postal Supplies, Versia Storage Systems, and Stamps.com. The Sourcing Team met on December 7-9, 2016 in Tempe, AZ to complete evaluation and scoring of each offeror's proposal. Evaluation was based on the technical assessment of the offeror and their key personnel, cost, and the offeror's exceptions to the terms and conditions.

Evaluations: Scoring the RFP was based on a 1,000-point scale and allowed for multiple awards across an array of 35 categories. We received no offers in some categories and only a single offer in others. As a result, we recommend two awards each in 28 of the 35 categories. Within that recommendation, we identified three specific categories where we are recommending a third award. The RFP also included some miscellaneous services and we are recommending miscellaneous services awards for six offerors.

The following three offerors were found non-responsive: Francotyp Postalia, Mailroom Dynamics, and ROAR Postal Supplies.

Current and new supplier makeup: The current NASPO ValuePoint portfolio for this equipment and services has six contractors. Consistent with the RFP evaluation criteria for this solicitation, the sourcing team recommends award to the following seven offerors: **Bell & Howell, Neopost, Opex, Pitney Bowes, RISO, Stamps.com, and Versia Storage Systems.**

Key benefits of new agreements: Below are some highlights of the benefits from the prospective contract awards:

1. These contracts include a wide range of products, from ultra-low to production mailing systems.
2. The pricing for these contracts ranges from 10 to 60 percent lower than the current contracts.

Conclusion: The State of Arizona management has reviewed and approved these award recommendations. I endorse the excellent work and analysis of the sourcing team and recommend your approval of the proposed awards and ask that we permit Arizona to move ahead with the recommended NASPO ValuePoint awards.