

EXECUTIVE SUMMARY



November 27, 2017

To: NASPO ValuePoint Management Board

From: Shannon Berry, for the Office Furniture Sourcing Team

RE: Evaluation/Award Summary and Recommendation for NASPO ValuePoint RFP RC17020 Office Furniture

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: The NASPO ValuePoint Management Board approved conducting a re-solicitation for Office Furniture and Services. The resulting services would allow states to have a master agreement for office furniture and related installation services. The Office Furniture and Related Installation Services Sourcing Team has concluded the RFP evaluation process and has made recommendations regarding the resulting proposed contract award. Accordingly, the team is seeking approval of the award by the NASPO ValuePoint Management Board. In this re-solicited contract portfolio for NASPO ValuePoint, the sourcing team recommends a potential term up to 5 (five) years.

Sourcing Team: The RFP was led by the State of Utah and was developed with sourcing team involvement with members from 6 (six) states: Utah, Minnesota, Oregon, Alaska, Idaho, and South Carolina. NASPO ValuePoint staff provided project oversight.

RFP Information: The RFP was issued on June 20, 2017. A pre-proposal conference was held July 17, 2017 and was attended by 54 vendors. The RFP was amended four (4) times. The RFP closed August 17, 2017.

Proposal Information: Twenty-six (26) proposals were received from Affordable Interior Systems Inc.; Allseating; Allsteel Inc.; Ergo-Industrial Seating Systems Inc.; Ergo-Genesis Workplace Solutions LLC; Global Industries Inc.; Groupe Lacasse LLC; Haworth Inc.; Herman Miller; Humanscale; Indiana Furniture Industries; Kimball Office Inc.; Knoll Inc.; Krueger International Inc.; MC Flex Corp.; National Office Furniture Inc.; Neutral Posture; OFS Sales Corp; Reimers Furniture MFG; Steelcase Inc.; Swiftspace Inc.; Teknion; The HON Co.; Trendway; Via Seating; and Watson Furniture Group. The Sourcing Team met on October 10, 11, and 12 in Salt Lake City, Utah to complete evaluation and scoring of each offeror's proposal. Evaluation was based on the Original Equipment Manufacturer (OEM) qualifications, product qualifications, and cost.

Evaluations: The RFP allowed for multiple vendor awards based on a minimum point threshold on Offerors Technical response for OEM qualifications and product qualifications of available points. Cost evaluation was scored with the lowest total cost received 100% of the total cost points in the cost subcategory. All other Offerors received a portion of the total cost points based on what percentage higher their total cost was than the total lowest cost. An Offeror whose total cost was more than double (200%) the Lowest Proposed Price received no points. Offerors achieving 75% of total points in each product category available received an award.

Current and new supplier makeup: The current NASPO ValuePoint contract for these services has four (4) contractors. Consistent with the RFP evaluation criteria, the sourcing team recommends award to the following vendors: for a total of six (6) contractors.

Workspace	Desks and Tables	Filing and Storage	Seating
Allsteel	Krueger (KI)	Krueger (KI)	Haworth
Herman Miller			Allsteel
Steelcase			Herman Miller
The HON Co.			Steelcase
			Krueger (KI)

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

1. Workspace product category awarded to allow for comprehensive planning solutions.
2. New vendors available for the desks and tables, filing and storage, and seating categories.
Maintained favorable discounting from national manufacturers offering a broad selection of office furniture solutions; states may negotiate deeper discounting.
3. Environmentally preferred products available in all product categories.
4. Fixed discount percentage off price list firm for 5 years.
5. Master Agreements awarded to qualified original equipment manufacturers (OEM's) and their Authorized Dealers within each state will provide customer service, sales service, warranty service, design services, and installation services.

Conclusion: The State of Utah 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 Utah to move ahead with the recommended NASPO ValuePoint awards.