



October 1, 2014

To: WSCA-NASPO Management Board

From: Office Supplies Sourcing Team c/o Tim Hay

Confidential Award Recommendation -

The WSCA-NASPO Office Supplies Sourcing Team met in Portland Oregon September 30 – October 1 concluded the RFP evaluation process and has made recommendations regarding the resulting proposed contract awards to the lead state – Oregon.

Accordingly, the team now presents the proposed awards to the WSCA-NASPO Management Board for your concurrence. Oregon would like to release the announcement of Competitive Range and "Intent to Award."

Here is a summary of the procurement process. The Office Supply Sourcing team members were:

Oregon: Pam Johnson (Lead State)

Alaska: Jason Grove

Hawaii: Wendy Ebisui

Idaho: Bonnie Sletten

Missouri: Laurie Borchelt

Montana: Tom Hastings

Nevada: Sharon Knigge

Utah: Larry Thacker

Consultant: Alicia Culver – Responsible Purchasing Network

The RFP was developed over a 4 month period with sourcing team involvement. The RFP was structured for two tracks: 1 –Standard office supplies, 2-Green office supplies. Prior to RFP release, 11 States submitted "Intent to Participates." The RFP was released on June 30, 2014 and closed on August 22, 2014. Seven addendums were published and a pre-proposal conference was held on July 16, 2014 in Salem, OR.

12 companies responded to the RFP. One supplier did not meet the requirements of the RFP. 11 other suppliers passed the responsiveness and responsibility tests, however four of the respondents were state specific responses for Arizona, Minnesota, Montana and Washington.

All of the all WSCA-NASPO States proposers were scored and ranked according to the following:

Track 1 Scoring Summary

Proposer For All States	Score	Rank
OfficeMax	1581.32	1
Staples	1537.32	2
Metro Office	1508.14	3
Guy Brown	1289.69	4
Momentum	1270.77	5
Bah Fed	1184.87	6
LD Products	1001.83	7

Track 2 Scoring Summary

Proposer For All States	Score	Rank
Staples	1578.61	1
OfficeMax	1558.12	2
Metro Office	1371.65	3
Guy Brown	1292.57	4
Bah Fed	1177.16	5
Momentum	1141.54	6
LD Products	1016.63	7

State Only Proposals

360 Office Solutions – Montana
 Complete Office – Washington
 Innovative Office Solutions - Minnesota
 WIST - Arizona

Two market baskets were created for cost evaluation, one for standard office supplies and one for green office supplies. These market baskets provided the best mechanism to get a true price comparison between the suppliers. The cost scoring of this RFP was based upon discounts off of the Manufacturer’s and/or Vendor Specific List Price for the Market Basket items. The lead state and sourcing team worked diligently to ensure like products were being compared in each of the market baskets. The technical specifications were scored once and applied to both market baskets to achieve a total score for each of the tracks.

Since a natural break occurred between the 3rd and 4th ranked proposers in track one, and a natural break occurred between the 2nd and 3rd ranked proposer in track two, the team believes that a

multiple award to the three highest ranked proposers in track one and the two highest proposers in track 2 provides the best value for WSCA-NASPO and its participating entities. Two of three proposers ranked highest in both tracks and will be awarded for both tracks. The final awardee list is:

Track One:	Track Two:
Office Max	Office Max
Staples	Staples
Metro Office	

By having these suppliers available will allow the greatest flexibility to the States. All three of these proposers are the incumbent suppliers on the existing office supplies master agreements so there should be minimum transition issues from the existing to the new agreements.

Regarding the individual state specific responses, the evaluation and proposal information will be forwarded to those states, and each state will need to make the determination if a master agreement should be awarded.

(Note – Individual states may choose to sign participating addenda with any or all of the WSCA-NASPO awarded suppliers).

A quick comparison between the current WSCA-NASPO agreements and the proposals showed favorable results for additional discounts. There is an average 2.26% additional discount for vendor catalog items and a 5.56% additional discount for wholesale catalog items across 47 catalog items. Oregon hopes to negotiate even deeper discounts when completing the master agreements.

I endorse the excellent work and analysis of the sourcing team and recommend your approval of the proposed awards and ask that we permit Oregon to move ahead with the recommended WSCA-NASPO awards.