



MEMORANDUM

July 22, 2011

To: Memo to File
 From: Jodi Pitzer, CPM
 Purchasing Analyst III
 Re: Office and Educational Supply 1st Stage Evaluation

The evaluation committee has completed the 1st stage evaluations comprised of the written proposals. The scores were as follows:

Committee Scoring

Staples	99
Office Max	98
Office Depot	96.5
OPNW	87

Office Depot	99.5
Staples	99
Office Max	98
OPNW	94

Staples	93
Office Depot	92.5
Office Max	87
OPNW	81

Staples	100
Office Depot	99.5
Office Max	98
OPNW	88

Vendor Placement

#1	Staples	3
	Office Max	0
	Office Depot	1
	OPNW	0

#2	Staples	1
	Office Max	1
	Office Depot	2
	OPNW	0

#3	Staples	0
	Office Max	3
	Office Depot	1
	OPNW	0

#4	Staples	0
	Office Max	0
	Office Depot	0
	OPNW	4

The committee felt that based on the scores and assumptions that were necessary to evaluate the pricing of many of the vendors that we should engage in written discussions with the top three top vendors to receive their Best and Final Proposals on price. I verified accuracy of scoring and evaluations and approved moving to the written discussions stage for Stage 1.

Office and Educational Supply RFP
 First Round Evaluation Summary

- #1 Staples
- #2 Office Depot
- #3 Office Max
- #4 OPNW

Committee Scoring

Staples	99
Office Max	98
Office Depot	96.5
OPNW	87

Vendor Placement

#1	Staples	3
	Office Max	0
	Office Depot	1
	OPNW	0

Office Depot	99.5
Staples	99
Office Max	98
OPNW	94

#2	Staples	1
	Office Max	1
	Office Depot	2
	OPNW	0

Staples	93
Office Depot	92.5
Office Max	87
OPNW	81

#3	Staples	0
	Office Max	3
	Office Depot	1
	OPNW	0

Staples	100
Office Depot	99.5
Office Max	98
OPNW	88

#4	Staples	0
	Office Max	0
	Office Depot	0
	OPNW	4

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Staples

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	9
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	99

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core Items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
3	Same day delivery	<input checked="" type="radio"/> Yes / <input type="radio"/> No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / <input type="radio"/> No

store in Corvallis

9728
SKUS

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Max

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	28
TOTAL PROPOSER SCORE	100	98

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
3	Same day delivery	<input checked="" type="radio"/> Yes / <input type="radio"/> No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / <input type="radio"/> No

Case by case basis

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Depot

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	39
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	29.5
TOTAL PROPOSER SCORE	100	96.5

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core Items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes / No
3	Same day delivery	Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / No
7	Toner cartridge recycling program.	Yes / No
8	Catalog with 10,000+ items	Yes / No

closest store is Salem or Eugene

**rewards for amount recycled*

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: OPNW

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	35
Proposers qualifications relative to the minimum qualifications	20	18
Proposers qualifications relative to the preferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	26
TOTAL PROPOSER SCORE	100	87

Preferred Qualification:		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes / No
3	Same day delivery	Yes / No
4	OSU In-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / No
7	Toner cartridge recycling program.	Yes / No
8	Catalog with 10,000+ items	Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Staples

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	35
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	0

93.0

Preferred Qualification:		
1	Provide a customized online ordering tool to allow Core Items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
3	Same day delivery	<input checked="" type="radio"/> Yes / <input type="radio"/> No
4	OSU In-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
8	Catalog with 10,000+ Items	Yes <input checked="" type="radio"/> / <input type="radio"/> No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Depot

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	36
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	7
Price of the goods or services (based on category analysis)	30	29.5
TOTAL PROPOSER SCORE	100	92.5

<u>Preferred Qualification:</u>		
4.02 1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are Input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
3	Same day delivery	<input checked="" type="radio"/> Yes / <input type="radio"/> No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / <input checked="" type="radio"/> No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / <input checked="" type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / <input type="radio"/> No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Max

Evaluator (Initials Only): 

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	31
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	28
TOTAL PROPOSER SCORE	100	0

87

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / No
3	Same day delivery	<input checked="" type="radio"/> Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	/ Yes / <input checked="" type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: OP NW

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	27
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	26
TOTAL PROPOSER SCORE	100	0

81.0

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core Items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
3	Same day delivery	<input checked="" type="radio"/> Yes / <input type="radio"/> No
4	OSU <u>in-store</u> purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / <input checked="" type="radio"/> No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / <input type="radio"/> No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Depot

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	29.5
TOTAL PROPOSER SCORE	100	99.5

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / No
3	Same day delivery	<input checked="" type="radio"/> Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Staples

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	39
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	99

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / No
3	Same day delivery	<input checked="" type="radio"/> Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	<input checked="" type="radio"/> Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Max

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	28
TOTAL PROPOSER SCORE	100	98

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes / No
3	Same day delivery	Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / No
7	Toner cartridge recycling program.	Yes / No
8	Catalog with 10,000+ items	Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Products Northwest

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	39
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	9
Price of the goods or services (based on category analysis)	30	26
TOTAL PROPOSER SCORE	100	94

Preferred Qualification:		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
3	Same day delivery	<input checked="" type="radio"/> Yes / <input type="radio"/> No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / <input checked="" type="radio"/> No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
6	Provide an additional quantity discount for one time delivery of large single orders.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
7	Toner cartridge recycling program.	<input checked="" type="radio"/> Yes / <input type="radio"/> No
8	Catalog with 10,000+ items	<input checked="" type="radio"/> Yes / <input type="radio"/> No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Staples

Evaluator (Initials Only): [REDACTED]

①

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	0

100

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes / No
3	Same day delivery	Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / No
7	Toner cartridge recycling program.	Yes / No
8	Catalog with 10,000+ items	Yes / No

OFFICE AND EDUCATIONAL SUPPLY RFP

Vendor Evaluation Sheet

Proposer: Office Depot

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	20 29.5
TOTAL PROPOSER SCORE	100	90 99.5

per cost evaluation 4/30/11

<u>Preferred Qualification:</u>		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes / No
3	Same day delivery	Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / No
7	Toner cartridge recycling program.	Yes / No
8	Catalog with 10,000+ items	Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Max

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	20
Proposers qualifications relative to the preferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	0 100 98

2

per cost evaluation 6/30/11

Preferred Qualification:		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes / No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes / No
3	Same day delivery	Yes / No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes / No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes / No
7	Toner cartridge recycling program.	Yes / No
8	Catalog with 10,000+ items	Yes / No

**OFFICE AND EDUCATIONAL SUPPLY RFP
Vendor Evaluation Sheet**

Proposer: Office Products NW

Evaluator (Initials Only): [REDACTED]

	Points Available	Points Awarded
Proposal relative to the requirements outlined in the sample contract	40	40
Proposers qualifications relative to the minimum qualifications	20	15
Proposers qualifications relative to the preferred qualifications	10	7
Price of the goods or services (based on category analysis)	30	10.26
TOTAL PROPOSER SCORE	100	88

Percent evaluation 4/30/11

Preferred Qualification:		
1	Provide a customized online ordering tool to allow Core items to be the primary display when accessing Contractor's web based ordering portal as well as the primary search display when generic search terms are input, i.e. pens, pencils, etc. This specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed.	Yes/No
2	Online ordering tool with the capability of allowing multiple shoppers to add to a single cart and then one authorizer to approve the entire cart for order processing.	Yes/No
3	Same day delivery <i>For a fee</i>	Yes/No
4	OSU in-store purchase program with the ability to charge directly to departmental index and account codes, after verification of user's qualifications as OSU staff, to qualify for the Auto Pay program.	Yes/No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes/No
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes/No
7	Toner cartridge recycling program.	Yes/No
8	Catalog with 10,000+ items	Yes/No

Office and Educational Supplies
RFP Cost Evaluation

Total Annual Spend for \$ 6,000,000

Consolidated Total

Vendor	Core Score	Non-Core Score	Average
Staples	30	30	30
Office Depot	29	30	29.5
Office Max	27	29	28
OPNW	25	27	26

CORE DISCOUNT EVALUATION

Vendor Ranking based on price	% of Spend	Office Supplies	Paper	Toner	Furniture	Technology	K-12	\$ Differential	% Differential	% Point Award
		34%	27%	22%	5%	4%	8%			
		Annual Spend	2,040,000	1,620,000	1,320,000	300,000	240,000			
1	Staples									30
	% Discount	57.3%	71.0%	41.0%	59.0%	38.0%	40.0%			
	Dollar Discount	1,168,920	1,150,200	541,200	177,000	91,200	192,000			
	Discounted Spend	871,080	469,800	778,800	123,000	148,800	288,000			
Total Annual Discounted Spend		\$ 2,679,480								
2	Office Depot							\$ 43,320	2%	29
	% Discount	63%	62%	37%	40%	38%	60%			
	Dollar Discount	1,285,200	1,004,400	488,400	120,000	91,200	288,000			
	Discounted Spend	754,800	615,600	831,600	180,000	148,800	192,000			
Total Annual Discounted Spend		\$ 2,722,800								
3	Office Max							\$ 259,800	10%	27
	% Discount	57.4%	62.2%	40.5%	37.2%	31.3%	33.5%			
	Dollar Discount	1,170,960	1,007,640	534,600	111,600	75,120	160,800			
	Discounted Spend	869,040	612,360	785,400	188,400	164,880	319,200			
Total Annual Discounted Spend		\$ 2,939,280								
4	OPNW							\$ 481,740	18%	25
	% Discount	34.8%	71.7%	40.0%	47.0%	32.3%	46.0%			
	Dollar Discount	709,920	1,161,540	528,000	141,000	77,520	220,800			
	Discounted Spend	1,330,080	458,460	792,000	159,000	162,480	259,200			
Total Annual Discounted Spend		\$ 3,161,220								

NON-CORE DISCOUNT EVALUATION

Vendor Ranking based on price	% of Spend	Office Supplies	Paper	Toner	Furniture	Technology	K-12	\$ Differential	% Differential	% Point Award
		34%	27%	22%	5%	4%	8%			
	Annual Spend	2,040,000	1,620,000	1,320,000	300,000	240,000	480,000			
1	Office Depot									
	% Discount	58.0%	56.0%	32.0%	30.0%	34.0%	40.0%			
	Dollar Discount	1,183,200	907,200	422,400	90,000	81,600	192,000			
	Discounted Spend	856,800	712,800	897,600	210,000	158,400	288,000			30
	Total Annual Discounted Spend		\$ 3,123,600							
2	Staples									
	% Discount	52.3%	61.0%	34.0%	30.0%	34.0%	36.0%			
	Dollar Discount	1,066,920	988,200	448,800	90,000	81,600	172,800	\$ 28,080	1%	30
	Discounted Spend	973,080	631,800	871,200	210,000	158,400	307,200			
	Total Annual Discounted Spend		\$ 3,151,680							
3	Office Max									
	% Discount	49.1%	59.9%	37.5%	36.7%	31.3%	31.4%			
	Dollar Discount	1,001,640	970,380	495,000	110,100	75,120	150,720	\$ 73,440	2%	29
	Discounted Spend	1,038,360	649,620	825,000	189,900	164,880	329,280			
	Total Annual Discounted Spend		\$ 3,197,040							
4	OPNW									
	% Discount	29.8%	66.7%	35.0%	42.0%	27.3%	41.0%			
	Dollar Discount	607,920	1,080,540	462,000	126,000	65,520	196,800	\$ 337,620	11%	27
	Discounted Spend	1,432,080	539,460	858,000	174,000	174,480	283,200			
	Total Annual Discounted Spend		\$ 3,461,220							

Staples Averaging

6/28/2011

	Product Category	OSU Core Discount %	Averaged per Historic Category	OSU Non-Core Discount %	Averaged per Historic Category
Office Supplies	Consumables	60.0%	57.3%	56.0%	52.3%
Office Supplies	Breakroom & Cleaning Supplies	50.0%	57.3%	43.0%	52.3%
Office Supplies	Folders, Binders & Accessories	62.0%	57.3%	58.0%	52.3%
Furniture	Furniture	59.0%	59.0%	30.0%	30.0%
Paper	Paper	80.0%	71.0%	64.0%	61.0%
Paper	Paper – Other	62.0%	71.0%	58.0%	61.0%
New Ink & Toner	New Ink & Toner	41.0%	41.0%	34.0%	34.0%
K-12	K-12 Supplies	40.0%	40.0%	36.0%	36.0%
Technology	IT Peripherals	38.0%	38.0%	34.0%	34.0%
***	Equipment	28.0%	0.0%	24.0%	0.0%

***Equipment not in calculation - not a historic category

Office Depot Averaging

6/28/2011

Historic Category	Product Category	OSU Core Discount %	Averaged per Historic Category	OSU Non-Core Discount %	Averaged per Historic Category
Office Supplies	Consumables	65%	63%	64%	58%
Office Supplies	Breakroom & Cleaning Supplies	50%	63%	40%	58%
Office Supplies	Folders, Binders & Accessories	75%	63%	70%	58%
Furniture	Furniture	40%	40%	30%	30%
Paper	Paper	65%	62%	60%	56%
Paper	Paper – Other	58%	62%	52%	56%
New Ink & Toner	New Ink & Toner	37%	37%	32%	32%
K-12	K-12 Supplies	60%	60%	40%	40%
Technology	IT Peripherals	38%	38%	34%	34%
***	Equipment	35%	0%	30%	0%

***Equipment not in calculation - not a historic category

Office Max Averaging
6/28/2011

	Product Category	OSU Core Discount %	Averaged per Historic Category	OSU Non-Core Discount %	Averaged per Historic Category
Office Supplies	Consumables	53.7%	57.4%	47.6%	49.1%
Office Supplies	Breakroom & Cleaning Supplies	48.7%	57.4%	46.0%	49.1%
Office Supplies	Folders, Binders & Accessories	69.9%	57.4%	53.6%	49.1%
Furniture	Furniture	37.2%	37.2%	36.7%	36.7%
Paper	Paper	71.8%	62.2%	68.5%	59.9%
Paper	Paper – Other	52.5%	62.2%	51.3%	59.9%
New Ink & Toner	New Ink & Toner	40.5%	40.5%	37.5%	37.5%
K-12	K-12 Supplies	33.5%	33.5%	31.4%	31.4%
Technology	IT Peripherals	31.3%	31.3%	31.3%	31.3%
***	Equipment	43.9%	0.0%	41.3%	0.0%

***Equipment not in calculation - not a historic category

K-12 Supplies																		
49	Teaching planners, organizers, idea books, reading development,resources, learning aids, reference books	50.0%	50.0%	0.0%	0.0%	0.0%	50.0%											25.0%
50	Classroom posters and decorations, bulletin board trimmers,recognition awards, stickers	50.0%	36.5%	50.0%	38.0%													43.6%
51	Building blocks, puzzles, learning games, flash cards, activity mats	0.0%	0.0%	0.0%	0.0%	0.0%												0.0%
52	Colored pencils, markers, crayons, paints, chalk, modeling clay,craft supplies,craft supplies	38.0%	50.0%	38.0%	60.0%	38.0%	38.0%	38.0%										42.9%
53	Display boards, chart tablets, easel pads	36.5%	36.5%	63.0%														45.3%
31.4%																		
IT Peripherals																		
54	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases,CD and DVD Storage, VHS Tapes, Computer	39.5%	39.5%	39.5%	39.5%	39.5%	39.5%	39.5%	39.5%	50.0%	30.0%	30.0%	36.8%	36.8%	30.0%	30.0%		37.3%
55	Headsets, Headset Accessories, Headphones	30.0%	30.0%	30.0%														30.0%
56	IT Hardware / Software	30.7%																30.7%
57	Surge Protectors, UPS Power Supply	30.0%	30.0%															30.0%
58	USB Drives, Flash Memory Zip Drives	30.0%	30.0%	25.0%														28.3%
31.3%																		
Equipment																		
59	Calculators	30.0%																30.0%
60	Cars, Hand Trucks	38.5%																38.5%
61	Digital Voice Recorders	30.0%																30.0%
62	Fans, Heaters	50.0%	50.0%															50.0%
63	Hole Punches (electric)	50.0%																50.0%
64	Label Makers	30.0%																30.0%
65	Laminators	54.5%																54.5%
66	Printers	30.0%																30
67	Shredders	50.0%																50.0%
68	Typewriters	50.0%																50.0%
41.3%																		

* Each square was given it's respective discount based on the Office Max Discount Structure sheet to create an average per category.
 If two different discounts were offered per square, those discounts were averaged for that square and entered.
 * All lines per category were totaled and averaged to create an average per category.
 * Items with N/A were matched to supplier category listing to identify if Wholesale discount was provided. If provided, it was used in place of zero. If no cross reference would be defined, zero was left.

EXHIBIT A-2 OSU Cross Reference to OfficeMax Class Codes

CORE ITEM DISCOUNT AVERAGING

Consumables	Category	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	MC	
1	Adhesives, Glues, Gluesticks, Adhesive Remo	72.0%	72.0%	72.0%	72.0%													72.0%
2	Appointment Books, Phone Message Books, \$	50.0%	68.0%	50.0%	68.0%	68.0%	51.0%	51.0%	50.0%	50.0%	51.0%							55.7%
3	Adhesive Boxes, Cardboard Boxes, Storage Co	45.0%	64.0%	45.0%														51.3%
4	Award Frames, Displays, Plaques, Certificates	50.0%	50.0%	50.0%	50.0%													50.0%
5	Badges, Badge Holders, Lanyards	50.0%	50.0%	50.0%														50.0%
6	Batteries, Chargers,	55.0%	55.0%															55.0%
7	Binder Clips, Paper Clips, Panel Clips, Pushpin	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	50.0%	62.5%	62.5%	50.0%	50.0%	50.0%					67.1%
8	Bulletin Boards, Cork Boards, Easels, Easel Pa	41.5%	41.5%	41.5%	68.0%	41.5%												46.8%
9	Calculator Ink, Calculator Spools, Adding Mac	40.0%	40.0%	64.2%	64.2%													52.1%
10	Calendars, Desk pads, Refills, Planners	50.0%	50.0%	50.0%	50.0%													50.0%
11	Camera Film Photo Paper	0.0%	72.5%															36.3%
12	Chair Mats	38.5%																38.5%
13	Clocks, Hooks, Lamps	50.0%	38.5%	50.0%														46.2%
14	Correction Fluid, Correction Tape Correction	76.0%	76.0%	76.0%														76.0%
15	Envelopes	51.5%																51.5%
16	Erasers, Dry-Erase Erasers, Chalk, Crayons	55.0%	55.0%	39.0%	39.0%													47.0%
17	Ink Pads, Refills, Stamps	0.0%	50.0%	50.0%														33.3%
18	Labels, Label Holders	50.0%	50.0%															50.0%
19	Mailing Tubes, CD Mailers, Packaging, Fingert	53.5%	51.5%	53.5%	76.0%	62.5%	76.0%											62.2%
20	Markers, Highlighters	60.0%	60.0%															60.0%
21	Notebooks, Notepads, Pads of Paper, Post it	68.0%	68.0%	68.0%	80.0%	55.0%	55.0%	36.8%	55.0%	50.0%	55.0%	55.0%	36.5%	30.0%				54.8%
22	Pencils, Pencil Erasers, Lead Refills, Pencil Sha	50.0%	50.0%	50.0%	58.0%	80.0%	80.0%											61.3%
23	Protractors, Rulers, Yardsticks, Compasses, Er	39.0%	39.0%	39.0%	39.0%	39.0%												39.0%
24	Index Cards, Business Cards, Card Holders, Ta	70.0%	70.0%	75.0%	50.0%	75.0%	0.0%	0.0%	80.0%	80.0%	72.8%	68.0%						58.3%
25	Signs, Sign Holder, Flyer Holders	35.0%	35.0%	35.0%														35.0%
26	Staplers, Staples, Staple Removers	74.0%	74.0%	74.0%														74.0%
27	Tape, Tape Dispensers, Embossing Tape, Velc	68.0%	68.0%	68.0%	68.0%													68.0%
28	Transparency Film, Transparency Paper, Lami	50.0%	50.0%	75.0%	75.0%													62.5%
53.7%																		
Break room & Cleaning Supplies																		
29	Coffee, Condiments, Food, Beverages	50.0%	50.0%	50.0%	50.0%													50.0%
30	Cups, Spoons, Forks, Plates, Bowles	50.0%	50.0%	50.0%	50.0%	50.0%												50.0%
31	Dusters, Air Dusters, Computer Dust-off, All V	45.0%	55.0%	55.0%	45.0%	45.0%	45.0%	45.0%	45.0%	45.0%	55.0%	45.0%	45.0%					47.5%
32	Gloves, Knives, cutters, Blades, Scrapers	45.0%	44.5%	44.5%	44.5%	44.5%												44.6%
33	Safety Supplies	45.0%																45.0%
34	Tissues and Towels	55.0%	55.0%															55.0%
48.7%																		
Folders, Binders & Accessories																		
35	Binders, Combs, Rings, Spines	75.0%	75.0%	77.5%	75.0%													75.6%
36	Files, File Folders, Pocket Files, Portfolios, Jac	79.0%	79.0%	79.0%	75.0%	79.0%	75.0%	79.0%	65.5%	75.0%	79.0%	54.5%	75.0%					74.5%
37	File Indexes, Tabs, Ledgers, Tab Reinforceme	65.0%	55.0%	68.0%	50.0%													59.5%
69.9%																		
Furniture																		
38	Book Cases, Book Ends, Book Shelves	35.0%	55.0%	35.0%														41.7%
39	Desks, Filing Cabinets, Shelves, Storage Cabin	35.0%	35.0%	35.0%	35.0%													35.0%
40	Carts, Safes	35.0%	35.0%															35.0%
37.2%																		
Paper																		
41	Copy Paper, virgin and recycled	72.5%	72.5%	72.5%														72.5%
42	Printer Paper, virgin and recycled	68.5%	72.5%	72.5%														71.2%
71.8%																		

Paper -- Other																	
43	Art Paper, Construction Paper, Crepe Paper	39.0%	39.0%	39.0%													39.0%
44	Colored Paper	72.5%															72.5%
45	Computer Paper	68.5%															68.5%
46	Specialty Paper	30.0%															30.0%
																	52.5%
New Ink & Toner																	
47	Ribbons	40.0%															40.0%
48	Toners, Cartridges, Fusers, Kits, Drums, and R	41.0%	41.0%	41.0%	41.0%	41.0%	40.5%										40.9%
																	40.5%
K-12 Supplies																	
49	Teaching planners, organizers, idea books, re	50.0%	50.0%	0.0%	0.0%	0.0%	51.0%										25.2%
50	Classroom posters and decorations, bulletin b	50.0%	41.5%	50.0%	39.0%												45.1%
51	Building blocks, puzzles, learning games, flash	0.0%	0.0%	0.0%	0.0%	0.0%											0.0%
52	Colored pencils, markers, crayons, paints, cha	39.0%	60.0%	39.0%	72.0%	39.0%	39.0%	39.0%									46.7%
53	Display boards, chart tablets, easel pads	41.5%	41.5%	68.0%													50.3%
																	33.5%
IT Peripherals																	
54	CDs, DVDs, Cassette Tapes, Tape Cartridges, C	39.5%	39.5%	39.5%	39.5%	39.5%	39.5%	39.5%	39.5%	50.0%	30.0%	30.0%	36.8%	36.8%	30.0%	30.0%	37.3%
55	Headsets, Headset Accessories, Headphones	30.0%	30.0%	30.0%													30.0%
56	IT Hardware / Software	30.7%															30.7%
57	Surge Protectors, UPS Power Supply	30.0%	30.0%														30.0%
58	USB Drives, Flash Memory Zip Drives	30.0%	30.0%	25.0%													28.3%
																	31.3%
Equipment																	
59	Calculators	35.0%															35.0%
60	Cars, Hand Trucks	38.5%															38.5%
61	Digital Voice Recorders	30.0%															30.0%
62	Fans, Heaters	50.0%	50.0%														50.0%
63	Hole Punches (electric)	50.0%															50.0%
64	Label Makers	30.0%															30.0%
65	Laminators	75.0%															75.0%
66	Printers	30.0%															30.0%
67	Shredders	50.0%															50.0%
68	Typewriters	50.0%															50.0%
																	43.9%

* Each square was given its respective discount based on the Office Max Discount Structure sheet to create an average per category.

If two different discounts were offered per square, those discounts were averaged for that square and entered.

* All lines per category were totaled and averaged to create an average per category.

* Items with N/A were matched to supplier category listing to identify if Wholesale discount was provided. If provided, it was used in place of zero. If no cross reference would be defined, zero was left.

* Items without a Core discount published remained at the Non-Core discount profile.

OPNW Averaging
6/28/2011

Product Category		OSU Core Discount %	Averaged per Historic Category	OSU Non-Core Discount %	Averaged per Historic Category
Office Supplies	Consumables	49.4%	34.8%	44.4%	29.8%
Office Supplies	Breakroom & Cleaning Supplies	5.0%	34.8%	0.0%	29.8%
Office Supplies	Folders, Binders & Accessories	50.0%	34.8%	45.0%	29.8%
Furniture	Furniture	47.0%	47.0%	42.0%	42.0%
Paper	Paper	71.7%	71.7%	66.7%	66.7%
Paper	Paper – Other				
New Ink & Toner	New Ink & Toner	40.0%	40.0%	35.0%	35.0%
K-12	K-12 Supplies	46.0%	46.0%	41.0%	41.0%
Technology	IT Peripherals	32.3%	32.3%	27.3%	27.3%
***	Equipment	50.0%	0.0%	45.0%	0.0%

***Equipment not in calculation - not a historic category

OPNW XREF NON-CORE

CORE ITEMS = +5%

OSU Assigned Category	Vendor Category	Discount	Average
Consumables	Business Forms / Rec. Keeping	50%	44.43%
Consumables	Computer Consumables	40%	
Consumables	Dated Goods	0%	
Consumables	Filing and Rec. Storage	60%	
Consumables	General Office	60%	
Consumables	Ship and Mail Supplies	43%	
Consumables	Writing Instruments	58%	
Breakroom & Cleaning Supplies	Breakroom	0%	0.00%
Breakroom & Cleaning Supplies	Cleaning & Sanitation	0%	
Breakroom & Cleaning Supplies	Facility Supply	0%	
Breakroom & Cleaning Supplies	Towel and Tissue	0%	
Folders, Binders & Accessories	Business Cases	45%	45.00%
Furniture	Boards	40%	42.00%
Furniture	Desk Accessories	35%	
Furniture	Furniture	51%	
Paper	Loose Leaf	60%	66.67%
Paper	Paper Products	70%	
Paper	Paper - Ream	70%	
Paper – Other	Nothing Assigned.....		
New Ink & Toner	Printer Imaging	35%	35.00%
K-12 Supplies	Art & Drafting	41%	41.00%
IT Peripherals	Computer Accessories	42%	27.33%
IT Peripherals	Computer Hardware	0%	
IT Peripherals	Media and Data Management	40%	
Equipment	Business Electronics	40%	45.00%
Equipment	Office Machines	50%	
Not Assigned	Safety & Security		
Not Assigned	Visual Communications		

Vendor Category

OSU Assigned Category

CATEGORY 1	Category Name: Art and Drafting Vendor Specific Catalog Discount: 41% Wholesale Catalog Discount: 30%	K-12
CATEGORY 2	Category Name: Boards Vendor Specific Catalog Discount: 40% Wholesale Catalog Discount: 28%	Furniture
CATEGORY 3	Category Name: Breakroom Vendor Specific Catalog Discount: None Wholesale Catalog Discount: 35%	Breakroom & Cleaning Supplies
CATEGORY 4	Category Name: Business Cases Vendor Specific Catalog Discount: 45% Wholesale Catalog Discount: 26%	Folders, Binders & Accessories
CATEGORY 5	Category Name: Business Electronics Vendor Specific Catalog Discount: 40% Wholesale Catalog Discount: 29%	Equipment
CATEGORY 6	Category Name: Business Forms / Rec. Keeping Vendor Specific Catalog Discount: 50% Wholesale Catalog Discount: 35%	Consumables
	Category Name: Cleaning and Sanitation	

CATEGORY 7	Vendor Specific Catalog Discount: None Wholesale Catalog Discount: 30%	Breakroom & Cleaning Supplies
CATEGORY 8	Category Name: Computer Accessories Vendor Specific Catalog Discount: 42% Wholesale Catalog Discount: 29%	IT Peripherals
CATEGORY 9	Category Name: Computer Consumables Vendor Specific Catalog Discount: 40% Wholesale Catalog Discount: 22%	Consumables
CATEGORY 10	Category Name: Computer Hardware Vendor Specific Catalog Discount: None Wholesale Catalog Discount: 12%	IT Peripherals
CATEGORY 11	Category Name: Dated Goods Vendor Specific Catalog Discount: None Wholesale Catalog Discount: 38%	Consumables
CATEGORY 12	Category Name: Desk Accessories Vendor Specific Catalog Discount: 35% Wholesale Catalog Discount: 29%	Furniture
CATEGORY 13	Category Name: Facility Supply Vendor Specific Catalog Discount: None	Breakroom & Cleaning Supplies

	Wholesale Catalog Discount: 31%	
CATEGORY 14	Category Name: Filing and Rec. Storage Vendor Specific Catalog Discount: 60% Wholesale Catalog Discount: 38%	Consumables
CATEGORY 15	Category Name: Furniture Vendor Specific Catalog Discount: 51% Wholesale Catalog Discount: 41%	Furniture
CATEGORY 16	Category Name: General Office Vendor Specific Catalog Discount: 60% Wholesale Catalog Discount: 39%	Consumables
CATEGORY 17	Category Name: Looseleaf Vendor Specific Catalog Discount: 60% Wholesale Catalog Discount: 43%	Paper
CATEGORY 18	Category Name: Media and Data Management Vendor Specific Catalog Discount: 40% Wholesale Catalog Discount: 23%	IT Peripherals
CATEGORY 19	Category Name: Office Machines Vendor Specific Catalog Discount: 50% Wholesale Catalog Discount: 22%	Equipment
CATEGORY 20	Category Name: Paper Products Vendor Specific Catalog Discount: 70%	Paper

	Wholesale Catalog Discount: 40%	
CATEGORY 21	Category Name: Paper – Ream Wrapped Vendor Specific Catalog Discount: 70%	Paper
	Wholesale Catalog Discount: 55%	
CATEGORY 22	Category Name: Printer Imaging Vendor Specific Catalog Discount: 35%	Ink & Toner
	Wholesale Catalog Discount: 19%	
CATEGORY 23	Category Name: Safety and Security Vendor Specific Catalog Discount: None	N/A
	Wholesale Catalog Discount: 30%	
CATEGORY 24	Category Name: Ship and Mail Supplies Vendor Specific Catalog Discount: 43%	Consumables
	Wholesale Catalog Discount: 37%	
CATEGORY 25	Category Name: Towel and Tissue Vendor Specific Catalog Discount: None	Breakroom & Cleaning Supplies
	Wholesale Catalog Discount: 42%	
CATEGORY 26	Category Name: Visual Communications Vendor Specific Catalog Discount: 35%	N/A
	Wholesale Catalog Discount: 31%	
	Category Name: Writing Instruments	

CATEGORY 27	Vendor Specific Catalog Discount: 58%	Consumables
	Wholesale Catalog Discount: 41%	

* Compared category description with ITB categories to cross reference as best possible. The categories above do not match either the ITB Breakout or the catalog breakout.

Office Max Averaging
6/28/2011

	Product Category	OSU Core Discount %	Averaged per Historic Category	OSU Non-Core Discount %	Averaged per Historic Category
Office Supplies	Consumables		0.0%	47.6%	49.1%
Office Supplies	Breakroom & Cleaning Supplies		0.0%	46.0%	49.1%
Office Supplies	Folders, Binders & Accessories		0.0%	53.6%	49.1%
Furniture	Furniture		0.0%	36.7%	36.7%
Paper	Paper		0.0%	68.5%	59.9%
Paper	Paper – Other		0.0%	51.3%	59.9%
New Ink & Toner	New Ink & Toner		0.0%	37.5%	37.5%
K-12	K-12 Supplies		0.0%	31.4%	31.4%
Technology	IT Peripherals		0.0%	29.6%	29.6%
***	Equipment		0.0%	41.3%	0.0%

***Equipment not in calculation - not a historic category

Office Supply Bid
Responsive Review

Bidder: Office Depot
Date: 4/22/11

MINIMUM QUALIFICATIONS

- 1 Experience in providing office and educational supplies to multiple facilities on a statewide basis. Y / N

- 2 At least ten (10) years experience as an office supply company or in lieu of ten (10) years experience Proposer must show documented proof of providing service to similarly diverse customers. Capable of providing delivery within 24 hours from time of order, Monday – Friday 8:00 a.m. – 5:00pm. Y / N

- 3 Online ordering tool which can be customized and uploaded with contract pricing Y / N

- 4 Live customer service assistance during normal business hours Y / N

REJECT

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MOVE FORWARD

**Office Supply Bid
Required Submittals**

Bidder:

Office Depot

Date:

6/22/11

Submittal				Notes		
1	Detailed information about how the Proposer meets the minimum and preferred qualifications detailed in section 4. Answers to reference the specific points they are addressing in the order they are written in the RFP.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
2	Description of how the goods or services offered specifically meet the requirements identified in the Sample Contract. Answers need to reference the specific areas they are addressing in the order they are written in the Contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
3	Chosen Wholesaler Catalog	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
4	Vendor Specific Catalog	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
5	Electronic copy of complete product list documenting the manufacturer (industry standardized) item number, Contractor SKU number if different, product description, pack configuration, pack size and manufacturer list price, discounted price to OSU	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
6	Wholesale price list	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
7	Discount structure, by category that will be in force for the duration of the contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
8	Core item discount structure. This will be over and above the category discount. Sample Core list shown in Exhibit 2 of Sample Contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
9	Notation on price listing for items that are standard stocked by the Proposer vs. sourced from Wholesale distributor.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
10	Notation in the proposers response identifying total number of items in proposed catalog, number of standard stock items and number of Wholesale accessed items.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
11	Notation in the proposers response identifying their standard categorical catalog listing and how it will be applied to the proposal category listing.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
12	RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog. for the previous 18 months.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
13	Pricing matrix that will be utilized to determine paper price adjustment during the contract. I.e. Index movement x paper tonnage per ream/case = \$ increase. Indicate calculation utilized for paper tonnage per ream/case.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
14	Attachment B	Y / N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
15	Attachment C	Y / N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
16	Dunn & Bradstreet Report	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	

**Office Supply Bid
Responsive Review**

Bidder: *Staples*

Date: *6/20/11*

MINIMUM QUALIFICATIONS

- 1 Experience in providing office and educational supplies to multiple facilities on a statewide basis. (Y) N

- 2 At least ten (10) years experience as an office supply company or in lieu of ten (10) years experience
Proposer must show documented proof of providing service to similarly diverse customers. Capable of providing delivery within 24 hours from time of order, Monday – Friday 8:00 a.m. – 5:00pm. (Y) N

- 3 Online ordering tool which can be customized and uploaded with contract pricing (Y) N

- 4 Live customer service assistance during normal business hours (Y) N

REJECT

/

MOVE FORWARD

**Office Supply Bid
Required Submittals**

Bidder: *Staples*

Date: *6/20/11*

Submittal				Notes		
1	Detailed information about how the Proposer meets the minimum and preferred qualifications detailed in section 4. Answers to reference the specific points they are addressing in the order they are written in the RFP.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
2	Description of how the goods or services offered specifically meet the requirements identified in the Sample Contract. Answers need to reference the specific areas they are addressing in the order they are written in the Contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
3	Chosen Wholesaler Catalog	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Catalog provided but wholesaler not identified</i>
4	Vendor Specific Catalog	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
5	Electronic copy of complete product list documenting the manufacturer (industry standardized) item number, Contractor SKU number if different, product description, pack configuration, pack size and manufacturer list price, discounted price to OSU	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
6	Wholesale price list	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Provided but file corrupt + will not open</i>
7	Discount structure, by category that will be in force for the duration of the contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
8	Core item discount structure. This will be over and above the category discount. Sample Core list shown in Exhibit 2 of Sample Contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
9	Notation on price listing for items that are standard stocked by the Proposer vs. sourced from Wholesale distributor.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin need.</i>
10	Notation in the proposers response identifying total number of items in proposed catalog, number of standard stock items and number of Wholesale accessed items.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	
11	Notation in the proposers response identifying their standard categorical catalog listing and how it will be applied to the proposal category listing.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin need.</i>
12	RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog. for the previous 18 months.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Price provided for April 2011 as required for Contract.</i>
13	Pricing matrix that will be utilized to determine paper price adjustment during the contract. I.e. Index movement x paper tonnage per ream/case = \$ increase. Indicate calculation utilized for paper tonnage per ream/case.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract admin need.</i>
14	Attachment B	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
15	Attachment C	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
16	Dunn & Bradstreet Report	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract admin need.</i>

**Office Supply Bid
Responsive Review**

Bidder: *Office Max*

Date: *4/20/14*

MINIMUM QUALIFICATIONS

- 1 Experience in providing office and educational supplies to multiple facilities on a statewide basis. Y N

- 2 At least ten (10) years experience as an office supply company or in lieu of ten (10) years experience
Proposer must show documented proof of providing service to similarly diverse customers. Capable of providing delivery within 24 hours from time of order, Monday – Friday 8:00 a.m. – 5:00pm. Y N

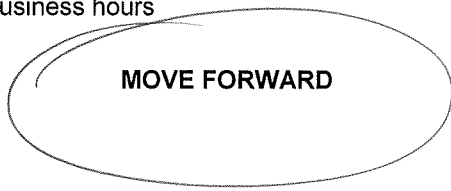
- 3 Online ordering tool which can be customized and uploaded with contract pricing Y N

- 4 Live customer service assistance during normal business hours Y N

REJECT

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MOVE FORWARD



**Office Supply Bid
Required Submittals**

Bidder: *Office Max*
Date: *6/20/11*

	Submittal				Notes
1	Detailed information about how the Proposer meets the minimum and preferred qualifications detailed in section 4. Answers to reference the specific points they are addressing in the order they are written in the RFP.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
2	Description of how the goods or services offered specifically meet the requirements identified in the Sample Contract. Answers need to reference the specific areas they are addressing in the order they are written in the Contract.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
3	Chosen Wholesaler Catalog	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
4	Vendor Specific Catalog	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
5	Electronic copy of complete product list documenting the manufacturer (industry standardized) item number, Contractor SKU number if different, product description, pack configuration, pack size and manufacturer list price, discounted price to OSU	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
6	Wholesale price list	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
7	Discount structure, by category that will be in force for the duration of the contract.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
8	Core item discount structure. This will be over and above the category discount. Sample Core list shown in Exhibit 2 of Sample Contract.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
9	Notation on price listing for items that are standard stocked by the Proposer vs. sourced from Wholesale distributor.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
10	Notation in the proposers response identifying total number of items in proposed catalog, number of standard stock items and number of Wholesale accessed items.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
11	Notation in the proposers response identifying their standard categorical catalog listing and how it will be applied to the proposal category listing.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
12	RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog. for the previous 18 months.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
13	Pricing matrix that will be utilized to determine paper price adjustment during the contract. I.e. Index movement x paper tonnage per ream/case = \$ increase. Indicate calculation utilized for paper tonnage per ream/case.	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
14	Attachment B	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
15	Attachment C	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward
16	Dunn & Bradstreet Report	<input checked="" type="radio"/> Y <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward

Office Supply Bid
Responsive Review

Bidder: Office Products Northwest
Date: 6/22/11

MINIMUM QUALIFICATIONS

- 1 Experience in providing office and educational supplies to multiple facilities on a statewide basis. Y / N

- 2 At least ten (10) years experience as an office supply company or in lieu of ten (10) years experience
Proposer must show documented proof of providing service to similarly diverse customers. Capable of providing delivery within 24 hours from time of order, Monday – Friday 8:00 a.m. – 5:00pm. Y / N

- 3 Online ordering tool which can be customized and uploaded with contract pricing Y / N

- 4 Live customer service assistance during normal business hours Y / N

REJECT

/

MOVE FORWARD

**Office Supply Bid
Required Submittals**

Bidder: *Office Products Northwest*
Date: *4/22/11*

	Submittal				Notes	
1	Detailed information about how the Proposer meets the minimum and preferred qualifications detailed in section 4. Answers to reference the specific points they are addressing in the order they are written in the RFP.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
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3	Chosen Wholesaler Catalog	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
	Vendor Specific Catalog	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
5	Electronic copy of complete product list documenting the manufacturer (industry standardized) item number, Contractor SKU number if different, product description, pack configuration, pack size and manufacturer list price, discounted price to OSU	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
6	Wholesale price list	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
7	Discount structure, by category that will be in force for the duration of the contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
8	Core item discount structure. This will be over and above the category discount. Sample Core list shown in Exhibit 2 of Sample Contract.	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
9	Notation on price listing for items that are standard stocked by the Proposer vs. sourced from Wholesale distributor.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
10	Notation in the proposers response identifying total number of items in proposed catalog, number of standard stock items and number of Wholesale accessed items.	Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
11	Notation in the proposers response identifying their standard categorical catalog listing and how it will be applied to the proposal category listing.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
12	RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog. for the previous 18 months.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
13	Pricing matrix that will be utilized to determine paper price adjustment during the contract. I.e. Index movement x paper tonnage per ream/case = \$ increase. Indicate calculation utilized for paper tonnage per ream/case.	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>
14	Attachment B	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
15	Attachment C	<input checked="" type="radio"/> Y / <input type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input type="radio"/> N	If No, allow and move forward	
16	Dunn & Bradstreet Report	Y / <input checked="" type="radio"/> N	If No, does omission affect Price, Quality or Delivery?	Y / <input checked="" type="radio"/> N	If No, allow and move forward	<i>Contract Admin</i>