

#### **Procurement and Contract Services (PaCS)**

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#### **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 1<sup>st</sup> 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

### <u>Vendor Placement</u>

#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

Proposer:	Stapl	es	
Evaluator (Initials Onl	y):		

	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 perferred qualifications	10	9
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	-0-

99

	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
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.	(Ves) 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

store in Corvallis

728 5kus

Proposer:	Spil	Max	
	0		***************************************
Evaluator (Initials Only):			

·	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 perferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	28
TOTAL PROPOSER SCORE	100	9

Preferred Qualification: 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 1 Yes / No specialized catalog will display and then allow a link exit to the general catalog if the desired items are not displayed. Online ordering tool with the capability of allowing multiple shoppers to add to a 2 single cart and then one authorizer to approve the entire cart for order processing. 3 Same day delivery 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 4 Yes No qualify for the Auto Pay program. Pricing equivalent or lower than best pricing offered through retail advertisements. 5 Yes// No Provide an additional quantity discount for one time delivery of large single orders. 6 7 Toner cartridge recycling program. Yes No 8 Catalog with 10,000+ items

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Proposer:	Office	Depot	
- 1 - 6 - 1			· · · · · · · · · · · · · · · · · · ·
Evaluator (Initials On	ıly):		

	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 perferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	29.5
TOTAL PROPOSER SCORE	100	-0

96.5

	Preferred Qualification:	T	1
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.	: \	closest store is sidera or Eugene
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	Yes / No	<i>,</i>
6	Provide an additional quantity discount for one time delivery of large single orders.	Yes No	
7	Toner cartridge recycling program.	(Yes ) No	Ker and
8	Catalog with 10,000+ items	(Yes)/No	recyde

Proposer: OPN W	
Evaluator (Initials Only):	

·	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 perferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	20
TOTAL PROPOSER SCORE	100	.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.	(Feg / 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 y 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

Proposer:	Stap	ous	·
	<u>'</u>		
Evaluator (Initials Onl	y):	*************	· · · · · · · · · · · · · · · · · · ·

	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 perferred 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.	(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.	(Ye)/ No
8	Catalog with 10,000+ items	Yes (No

Proposer:	Office	De	oot	
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Evaluator (Initials Only): \_

	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 perferred qualifications	10	7.
Price of the goods or services (based on category analysis)	30	29.5
TOTAL PROPOSER SCORE	100	0.

92.5

	Preferred Qualification:	
w <sup>0</sup> 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

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 perferred qualifications	10	8.
Price of the goods or services (based on category analysis)	30	28
TOTAL PROPOSER SCORE	100	0

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

Proposer:	<u>OP</u>	NM	••		•
Evaluator (Initials Only):					
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	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 perferred qualifications	10	8
Price of the goods or services (based on category analysis)	30	26
TOTAL PROPOSER SCORE	100	0

81,0

	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.	(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.	(es)/ No
6	Provide an additional quantity discount for one time delivery of large single orders.	(ves) No
7	Toner cartridge recycling program.	(Yes) No
8	Catalog with 10,000+ items	(Yes) No

Proposer: Dffice	Depot
	•
Evaluator (Initials Only):	

	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 perferred qualifications	10	(5
Price of the goods or services (based on category analysis)	. 30	29.5
TOTAL PROPOSER SCORE	100	99.5

	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.	(es)/ No
5	Pricing equivalent or lower than best pricing offered through retail advertisements.	(es)/ No
6	Provide an additional quantity discount for one time delivery of large single orders.	ged / No
7	Toner cartridge recycling program.	€ / No
8	Catalog with 10,000+ items	(es)/ No

Proposer:	Staples	

Evaluator (Initials Only):

	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 perferred qualifications	10	IJ
Price of the goods or services (based on category analysis)	. 30	30
TOTAL PROPOSER SCORE	100	99

	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	(es)/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

Proposer:	Office	Max	

Evaluator (Initials Only):

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

	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	(Ye) / 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

Proposer:	DIGTO	Products	Northwest	
ator (Initials O	nlv)·			

	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 perferred 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.	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

Proposer:	Staples	
Evaluator (Initials Only):		

	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 perferred qualifications	10	10
Price of the goods or services (based on category analysis)	30	30
TOTAL PROPOSER SCORE	100	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.	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



Proposer:	Ottice	Jeso V	
Evaluator (Initials O	nly):	***	

	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 perferred qualifications	10	10	Per cost dual
Price of the goods or services (based on category analysis)	30	20	29.5
TOTAL PROPOSER SCORE	100	09	J99.5

	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

Proposer:	OFFice	Max	
Evaluator (Initials	Only):		

	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	(2)
Proposers qualifications relative to the perferred qualifications	10	10	- oer costruction
Price of the goods or services (based on category analysis)	30	300	of per mulsel.
TOTAL PROPOSER SCORE	100	0 1	98

	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

Proposer: Office	Producto	NW
Evaluator (Initials Only):		

	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 perferred qualifications	10	7
Price of the goods or services (based on category analysis)	30	100
TOTAL PROPOSER SCORE	100	25

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	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.	Ves No
3	Same day delivery For a fel	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 Eductional 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										% Poin
price	% of Spend Annual Spend	Office Supplies 34% 2,040,000	<b>Paper</b> <b>27%</b> 1,620,000	Toner 22% 1,320,000	<b>Furniture</b> <b>5%</b> 300,000	<b>Technology</b> <b>4%</b> 240,000	<b>K-12</b> <b>8%</b> 480,000	\$ Differential	% Differential	Award
	Staples							,		
	% Discount	57.3%	71.0%	41.0%	59.0%	38.0%	40.0%			
1	Dollar Discount	1,168,920	1,150,200	541,200	177,000	91,200	192,000			30
	Discounted Spend	871,080	469,800	778,800	123,000	148,800	288,000			
	Total Annual Discounted Sper	nd \$	2,679,480							
	Office Depot									
	% Discount	63%	62%	37%	40%	38%	60%			
2	Dollar Discount	1,285,200	1,004,400	488,400	120,000	91,200	288,000	\$ 43,320	2%	20
2	Discounted Spend	754,800	615,600	831,600	180,000	148,800	192,000	\$ 43,320	2%	29
	Total Annual Discounted Sper	nd \$	2,722,800							
	Office Max					· · · · · · · · · · · · · · · · · · ·				
	% Discount	57.4%	62.2%	40.5%	37.2%	31.3%	33.5%			
3	Dollar Discount	1,170,960	1,007,640	534,600	111,600	75,120	160,800	\$ 259,800	10%	27
J	Discounted Spend	869,040	612,360	785,400	188,400	164,880	319,200	\$ 255,600	10%	21
	Total Annual Discounted Spen	nd \$	2,939,280			24m11A				
	OPNW									T
	% Discount	34.8%	71.7%	40.0%	47.0%	32.3%	46.0%			
4	Dollar Discount	709,920	1,161,540	528,000	141,000	77,520	220,800	\$ 481,740	18%	25
7	Discounted Spend	1,330,080	458,460	792,000	159,000	162,480	259,200	3 481,740	10%	25
	Total Annual Discounted Sper	nd \$	3,161,220							

#### NON-CORE DISCOUNT EVALUATION

Vendor Ranking based on											% Point
price	% of Spend	Office Supplies 34%	Paper 27%	Toner 22%	Furniture 5%	Technology 4%	K-12 8%	\$ Differer	ntial % Diff	erential	Award
	Annual Spend	2,040,000	1,620,000	1,320,000	300,000	240,000	480,000				
	Office Depot										
	% Discount	58.0%	56.0%	32.0%	30.0%	34.0%	40.0%				
1	Dollar Discount	1,183,200	907,200	422,400	90,000	81,600	192,000				30
	Discounted Spend	856,800	712,800	897,600	210,000	158,400	288,000				
	Total Annual Discounted Spen	d \$	3,123,600		W/W.da.						
	Staples				WWw.						
	% Discount	52.3%	61.0%	34.0%	30.0%	34.0%	36.0%				
2	Dollar Discount	1,066,920	988,200	448,800	90,000	81,600	172,800	\$ 28	080 1	1%	30
-	Discounted Spend	973,080	631,800	871,200	210,000	158,400	307,200	y 20,		170	30
	Total Annual Discounted Spen	ıd Ş	3,151,680								
	Office Max										
	% Discount	49.1%	59.9%	37.5%	36.7%	31.3%	31.4%				
3	Dollar Discount	1,001,640	970,380	495,000	110,100	75,120	150,720	\$ 73.	440	2%	29
J	Discounted Spend	1,038,360	649,620	825,000	189,900	164,880	329,280	, , , ,		L70	23
	Total Annual Discounted Spen	ıd \$	3,197,040	a Mariana							
	OPNW					white when the same and the sam					
	% Discount	29.8%	66.7%	35.0%	42.0%	27.3%	41.0%				
4	Dollar Discount	607,920	1,080,540	462,000	126,000	65,520	196,800	\$ 337,	620 1	.1%	27
4	Discounted Spend	1,432,080	539,460	858,000	174,000	174,480	283,200	) \$ 33 <i>1</i> ,	020 1	.1%	27
	Total Annual Discounted Spen	ıd \$	3,461,220								

Staples Averaging 6/28/2011

	Product Category	OSU Core Discount	Averaged per	OSU Non-Core	Averaged per
	- Literatura Atana and Ata	<u></u> %	Historic Category	Discount %	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%

## Office Depot Averaging 6/28/2011

Historic Category	Product Category	osu
Office Supplies	Consumables	7
Office Supplies	Breakroom & Cleaning Supplies	
Office Supplies	Folders, Binders & Accessories	
Furniture	Furniture	
Paper	Paper	
Paper	Paper – Other	
New Ink & Toner	New Ink & Toner	
K-12	K-12 Supplies	
Technology	IT Peripherals	
***	Equipment	

U Core Discount	Averaged per	OSU Non-Core	Averaged per
%	Historic Category	Discount %	Historic Category
65%	63%	64%	58%
50%	63%	40%	58%
75%	63%	70%	58%
40%	40%	30%	30%
65%	62%	60%	56%
58%	62%	52%	56%
37%	37%	32%	32%
60%	60%	40%	40%
38%	38%	34%	34%
35%	0%	30%	0%

<sup>\*\*\*</sup>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	n calculation - not a historic category	<b></b>			12895 (0.15 F) (1.5 F) (0.25 T) + (1.8 E) (1.5 T)

# EXHIBIT A-2 OSU Cross Reference to OfficeMax Class Codes NON-CORE ITEM DISCOUNT AVERAGING

s Category N Adhesives, Glues, Gluesticks, Adhesive Removers	60.0%	60.0%	60.0%	60.0%									1		
	***************************************						<u> </u>						<del> </del>		
2 Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Boo	50.0%	63.0%	50.0%	63.0%	63.0%	50.0%	50.0%	50.0%	50.0%	50.0%					
Adhesive Boxes, Cardboard Boxes, Storage Containers	45.0%	64.0%	45.0%												
4 Award Frames, Displays, Plaques, Certificates	50.0%	50.0%	50.0%	50.0%											
Badges, Badge Holders, Lanyards	45.0%	45.0%	45.0%												
Batteries, Chargers,	50.0%	50.0%													_
Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cut	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	50.0%	62.5%	62.5%	50.0%	50.0%	50.0%			
B Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards	36.5%	36.5%	36.5%	63.0%	36.5%										
Calculator Ink, Calculator Spools, Adding Machine Tape, Cash, Register Tape	40.0%	40.0%	64.2%	64.2%											***************************************
Calendars, Desk pads, Refills, Planners	50.0%	50.0%	50.0%	50.0%						····					
1 Camera Film Photo Paper	0.0%	68.5%					1								
2 Chair Mats	38.5%											<u> </u>	i		
Clocks, Hooks, Lamps	50.0%	38.5%	50.0%												
4 Correction Fluid, Correction Tape Correction Pens	50.0%	50.0%	50.0%				<del> </del>								
Envelopes	51.5%	30.070	30.070				<del> </del>					<del>                                     </del>	<del> </del>		
6 Erasers, Dry-Erase Erasers, Chalk, Crayons	50.0%	50.0%	38.0%	38.0%			<del> </del>								
7 Ink Pads, Refills, Stamps		50.0%	50.0%	30.0%			-				<del> </del>	<b></b>			
	0.0%		50.0%									<del> </del>	ļ		
B Labels, Label Holders	45.0%	45.0%	F.C	FC 511	65	## #*·							<del>                                     </del>		
Mailing Tubes,CD Mailers, Packaging, Fingertips,Letter Openers, Moistener	53.5%	51.5%	53.5%	50.0%	62.5%	50.0%	1				ļ				
Markers, Highlighters	50.0%	50.0%			<u> </u>						<u> </u>	<u> </u>			
Notebooks, Notepads, Pads of Paper, Post it Notes, Office Organizers, Inboxes, Copyholders, Pen and Pencil	63.0%	63.0%	63.0%	52.5%	50.0%	50.0%	<del></del>	50.0%	50.0%	50.0%	50.0%	36.5%	30.0%		
2 Pencils, Pencil Erasers, Lead Refills, Pencil Sharpeners, Pens Pen, Refills	50.0%	50.0%	50.0%	53.0%	50.0%	50.0%					ļ				
Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles	38.0%	38.0%	38.0%	38.0%	38.0%										
Index Cards, Business Cards, Card Holders, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bas	46.0%	46.0%	54.5%	45.0%	54.5%	0.0%	0.0%	70.0%	70.0%	55.3%	50.0%				
5 Signs, Sign Holder, Flyer Holders	35.0%	35.0%	35.0%												
6 Staplers, Staples, Staple Removers	50.0%	50.0%	50.0%												
7 Tape, Tape Dispensers, Embossing Tape, Velcro Products	50.0%	50.0%	50.0%	50.0%		***************************************									
8 Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	50.0%	50.0%	54.5%	54.5%									1	***************************************	
&Cleaning Supplies remains to the second sec															
9 Coffee, Condiments, Food, Beverages	50.0%	50.0%	50.0%	50.0%								ļ			
O Cups, Spoons, Forks, Plates, Bowles	50.0%	50.0%	50.0%	50.0%	50.0%							<u> </u>			
Dusters, Air Dusters, Computer Dust-off, All Wipes, Lysol, Clorox, Hand Soaps, Hand Sanitizers, Windex, Air F	40.0%	50.0%	50.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	50.0%	40.0%	40.0%			
2 Gloves, Knives, cutters, Blades, Scrapers	40.0%	44.0%	44.0%	44.0%	44.0%										
3 Safety Supplies	40.0%														
4 Tissues and Towels	50.0%	50.0%													
ders & Accessories							<del> </del>					<del>                                     </del>			
5 Binders, Combs, Rings, Spines	54.5%	54.5%	62.3%	54.5%			-				<u> </u>	<del> </del>			
6 Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder, Frames, Dividers, Wallet Files, File Guides,	48.5%	48.5%	48.5%	54.5%	48.5%	54.5%	48.5%	58.0%	54.5%	48.5%	54.5%	54.5%			
	52.3%	50.0%	63.0%	45.0%	46.5%	34.3%	40.5%	36.0%	34.3%	40.3%	34.3%	34.3%	<del> </del>		ļ
7 File Indexes, Tabs, Ledgers, Tab Reinforcement	52.3%	50.0%	63.0%	45.0%			<del> </del>					-			
📗 ar paramangan ang mga parkaran misi akaliribang ng mga kitali di Nakanghini ar mga ililiki sa ililing kitali 🖟 📗							1								
8 Book Cases, Book Ends, Book Shelves	35.0%	50.0%	35.0%												
9 Desks, Filing Cabinets, Shelves, Storage Cabinets	35.0%	35.0%	35.0%	35.0%			T								
Carts, Safes	35.0%	35.0%					1				İ				
·											<b>1</b>	<b>†</b>	1		
							ļ								
												<b> </b>	ļ		
1 Copy Paper, virgin and recycled	68.5%	68.5%	68.5%				1				ļ	ļ	ļ		
2 Printer Paper, virgin and recycled	68.5%	68.5%	68.5%												
	İ										1	1			
Brahaman and an an an an an an an an an an an an an							1					1			
3 Art Paper, Construction Paper, Crepe Paper	38.0%	38.0%	38.0%				<del> </del>					<del> </del>	<del> </del>		
4 Colored Paper	68.5%	30.0%	30.0%				<del> </del>				<del>                                     </del>	<del>                                     </del>			<b></b>
					$\vdash$		1				-	<del> </del>	<del> </del>		
5 Computer Paper	68.5%						ļ				<del> </del>	ļ			<u> </u>
6 Specialty Paper	30.0%						<b> </b>				1	<u> </u>			<u> </u>
oner and the second second second second second second second second second second second second second second											T	1			
7 Ribbons	40.0%											1			l
8 Toners, Cartridges, Fusers, Kits, Drums, and Related Accessories	34.5%	34.5%	34.5%	34.5%	34.5%	37.3%		<b></b>			<del>                                     </del>	<del> </del>	1		
		J-7-J/0	J-7.J/0	J-7.J/0	37.3/0	37.370		l	ļ		<b></b>	<b></b>			
of Toriers, Cardinges, Fusers, Arts, Drums, and Neidreu Accessories					1						1				

lles																4
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%										4
50 Classroom posters and decorations, bulletin board trimmers, recognition awards, stickers	50.0%	36.5%	50.0%	38.0%												1
51 Building blocks, puzzles, learning games, flash cards, activity mats	0.0%	0.0%	0.0%	0.0%	0.0%											1
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%									1
53 Display boards, chart tablets, easel pads	36.5%	36.5%	63.0%													1
												l		-		1 :
rais																
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%	.]
55 Headsets, Headset Accessories, Headphones	30.0%	30.0%	30.0%													1
56 IT Hardware / Software	30.7%														*****	1
57 Surge Protectors, UPS Power Supply	30.0%	30.0%														1
58 USB Drives, Flash Memory Zip Drives	30.0%	30.0%	25.0%								_		-			1
			T													] :
59 Calculators	30.0%															]
60 Cars, Hand Trucks	38.5%									-						1
61 Digital Voice Recorders	30.0%															]
62 Fans, Heaters	50.0%	50.0%														1
63 Hole Punches (electric)	50.0%															1
64 Label Makers	30.0%							ĺ								1
65 Laminators	54.5%															1
66 Printers	30.0%															1
67 Shredders	50.0%															1
68 Typewriters	50.0%															1

<sup>\*</sup> Each square was given it's respective discount based on the Office Max Discount Structure sheet to creat an average per category.

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

<sup>\*</sup> All lines per category were totaled and averaged to create an average per category.

<sup>\*</sup> 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**

		100000000000000000000000000000000000000	MC			MC	MC	MC	МС	MC	MC	MC	MC	MC	MC	MC
1	Adhesives, Glues, Gluesticks, Adhesive Remo	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%					
-	Adhesive Boxes, Cardboard Boxes, Storage Co	45.0%	64.0%	45.0%												
-	Award Frames, Displays, Plaques, Certificates	50.0%	50.0%	50.0%	50.0%											
<b>⊢</b>	Badges, Badge Holders, Lanyards	50.0%	50.0%	50.0%											<u> </u>	
<u> </u>	Batteries, Chargers,	55.0%	55.0%													
	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%			
-	Bulletin Boards, Cork Boards, Easels, Easel Pa	41.5%	41.5%	41.5%	68.0%	41.5%										
9	Calculator Ink, Calculator Spools, Adding Mag	40.0%	40.0%	64.2%	64.2%											
10	Calendars, Desk pads, Refills, Planners	50.0%	50.0%	50.0%	50.0%											
-	Camera Film Photo Paper	0.0%	72.5%											<b>1</b>		
-	Chair Mats	38.5%	<u> </u>													
ļ-	Clocks, Hooks, Lamps	50.0%	38.5%	50.0%	·											
<b>⊢</b>	Correction Fluid, Correction Tape Correction	76.0%	76.0%	76.0%												
	Envelopes	51.5%														
J	Erasers, Dry-Erase Erasers, Chalk, Crayons	55.0%	55.0%	39.0%	39.0%											
-	Ink Pads, Refills, Stamps	0.0%	50.0%	50.0%								<u> </u>				
-	Labels, Label Holders	50.0%	50.0%									<u> </u>				
<b>→</b>	Mailing Tubes,CD Mailers, Packaging, Fingerti	53.5%	51.5%	53.5%	76.0%	62.5%	76.0%									
-	Markers, Highlighters	60.0%	60.0%													
	Notebooks, Notepads, Pads of Paper, Post it I	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%		
	Pencils, Pencil Erasers, Lead Refills, Pencil Sha	50.0%	50.0%	50.0%	58.0%	80.0%	80.0%									
-	Protractors, Rulers, Yardsticks, Compasses, Er	39.0%	39.0%	39.0%	39.0%	39.0%								İ	<u> </u>	
-	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%				
	Signs, Sign Holder, Flyer Holders	35.0%	35.0%	35.0%	<u> </u>										İ	
	Staplers, Staples, Staple Removers	74.0%	74.0%	74.0%												
-	Tape, Tape Dispensers, Embossing Tape, Velo		68.0%	68.0%	68.0%											
-	Transparency Film, Transparency Paper, Lami		50.0%	75.0%	75.0%											
om P.	Cleaning Supplies			1									-		<u> </u>	
_	Coffee, Condiments, Food, Beverages	50.0%	50.0%	50.0%	50.0%								<b></b>	<del>                                     </del>	<del> </del>	
-	Cups, Spoons, Forks, Plates, Bowles	50.0%	50.0%	1	50.0%	50.0%							<del> </del>	<del> </del>	<del> </del>	
-	Dusters, Air Dusters, Computer Dust-off, All V	45.0%	55.0%	1	<u> </u>	45.0%	45.0%	45.0%	45.0%	45.0%	55.0%	45.0%	45.0%			
	Gloves, Knives, cutters, Blades, Scrapers	45.0%	44.5%			44.5%	43.0%	43.0%	45.0%	43.0%	33.0%	45.07	45.076			
-	Safety Supplies	45.0%	44.5%	44.5%	44.5%	44.5%										+ - 1
· -	Tissues and Towels	55.0%	55.0%												<u> </u>	1 1
34	rissues and rowers	33.0%	33.070	<u> </u>	-					<del> </del>				<del> </del>	<del> </del>	+
	ers & Accessories				ļ								ļ	ļ		
	Binders, Combs, Rings, Spines	75.0%	75.0%	·								ļ				
-	Files, File Folders, Pocket Files, Portfolios, Jac	<del></del>	79.0%	79.0%	75.0%	79.0%	75.0%	79.0%	65.5%	75.0%	79.0%	54.5%	75.0%		ļ	
37	File Indexes, Tabs, Ledgers, Tab Reinforcemen	65.0%	55.0%	68.0%	50.0%									<b></b>		ļ
е																
	Book Cases, Book Ends, Book Shelves	35.0%	55.0%	35.0%								<u> </u>		1	1	
<u>,</u>	Desks, Filing Cabinets, Shelves, Storage Cabin		35.0%		35.0%										1	
	Carts, Safes	35.0%	35.0%	+							***************************************					
									1						1	
	Total to a recent a section and control of c	1		<del> </del>	<del> </del>			-	-	-		-		-	1	
		70 50/	70.50	70.50	-	1			<u> </u>		<b> </b>	<del> </del>	-	<del> </del>	<del> </del>	
	Copy Paper, virgin and recycled Printer Paper, virgin and recycled	72.5% 68.5%	72.5%	72.5%	_	-		<b></b>	<del> </del>	<del> </del>	ļ			-		+
		68.5%	72.5%	72.5%		1	i	i .	1	1		1		i	1	1

er – Othe							T										1
43	Art Paper, Construction Paper, Crepe Paper	39.0%	39.0%	39.0%												- hoteline	39.0
44	Colored Paper	72.5%															72.5
45	Computer Paper	68.5%															68.5
46	Specialty Paper	30.0%														*****	30.0
					ĺ								*****				52.59
w lnk & To	ner										-						
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
2 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 i	50.0%	41.5%	50.0%	39.0%												45.1
51	Building blocks, puzzles, learning games, flast	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
eripherals																	
54	CDs, DVDs, Cassette Tapes, Tape Cartridges,	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
ipment																	
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
	Typewriters	50.0%															50.0

<sup>\*</sup> Each square was given it's respective discount based on the Office Max Discount Structure sheet to creat an average per category.

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

<sup>\*</sup> All lines per category were totaled and averaged to create an average per category.

<sup>\*</sup> 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.

<sup>\*</sup> 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%

<sup>\*\*\*</sup>Equipment not in calculation - not a historic category

### **OPNW XREF NON-CORE**

CORE ITEMS = +5%

Not Assigned

<b>OSU Assigned Category</b>	Vendor Category	Discount	Average	
Consumables	Business Forms / Rec. Keeping	50%		
Consumables	Computer Consumables	40%		
Consumables	Dated Goods	0%		
Consumables	Filing and Rec. Storage	60%	44.43%	
Consumables	General Office	60%		
Consumables	Ship and Mail Supplies	43%		
Consumables	Writing Instruments	58%		
Breakroom & Cleaning Supplies	Breakroom	0%		
Breakroom & Cleaning Supplies	Cleaning & Sanitation	0%	0.00%	
Breakroom & Cleaning Supplies	Facility Supply	0%	0.00%	
Breakroom & Cleaning Supplies	Towel and Tissue	0%		
Folders, Binders & Accessories	Business Cases	. 45%	45.00%	
Furniture	Boards	40%		
Furniture	Desk Accessories	35%	42.00%	
Furniture	Furniture	51%		
Paper	Loose Leaf	60%		
Paper	Paper Products	70%	66.67%	
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%		
IT Peripherals	Computer Hardware	0%	27.33%	
IT Peripherals	Media and Data Management	40%		
Equipment	Business Electronics	40%	45.00%	
Equipment	Office Machines	50%	43.00/0	
Not Assigned	Safety & Security			

Visual Communications

	Vendor Category	OSU Assigned Category
CATEGORY 1	Category Name: Art and Drafting  Vendor Specific Catalog Discount: 41%	K-12
	Wholesale Catalog Discount: 30%	
CATEGORY 2	Category Name: Boards  Vendor Specific Catalog Discount: 40%	Furniture
	Wholesale Catalog Discount: 28%	
CATEGORY 3	Category Name: Breakroom  Vendor Specific Catalog Discount: None	Breakroom & Cleaning Supplies
	Wholesale Catalog Discount: 35%	
CATEGORY 4	Category Name: Business Cases  Vendor Specific Catalog Discount: 45%	Folders, Binders & Accessories
	Wholesale Catalog Discount: 26%	
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	

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

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

	I	1
	Wholesale Catalog Discount: 40%	
	Category Name: Paper – Ream Wrapped	
CATEGORY 21	Vendor Specific Catalog Discount: 70%	Paper
	Wholesale Catalog Discount: 55%	
	Category Name: Printer Imaging	
CATEGORY 22	Vendor Specific Catalog Discount: 35%	Ink & Toner
	Wholesale Catalog Discount: 19%	
	Category Name: Safety and Security	
CATEGORY 23	Vendor Specific Catalog Discount: None	N/A
	Wholesale Catalog Discount: 30%	
	Category Name: Ship and Mail Supplies	
CATEGORY 24	Vendor Specific Catalog Discount: 43%	Consumables
	Wholesale Catalog Discount: 37%	
	Category Name: Towel and Tissue	
CATEGORY 25	Vendor Specific Catalog Discount: None	Breakroom & Cleaning Supplies
	Wholesale Catalog Discount: 42%	
	Category Name: Visual Communications	
CATEGORY 26	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%	

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

## Office Max Averaging 6/28/2011

	Product Category
Office Supplies	Consumables
Office Supplies	Breakroom & Cleaning Supplies
Office Supplies	Folders, Binders & Accessories
Furniture	Furniture -
Paper	Paper
Paper	Paper – Other
New Ink & Toner	New Ink & Toner
K-12	K-12 Supplies
Technology	IT Peripherals
***	Equipment
***	l- 1 1 · · · · · ·

***Equipment not in	1-1-1	
i Faillament not in	Calculation - not a	historic category
	calculation not a	motoric category

OSU Core Discount	Averaged per	OSU Non-Core	Averaged per
%	Historic Category	Discount %	Historic Category
	0.0%	47.6%	49.1%
	0.0%	46.0%	49.1%
	0.0%	53.6%	49.1%
	0.0%	36.7%	36.7%
	0.0%	68.5%	59.9%
	0.0%	51.3%	59.9%
	0.0%	37.5%	37.5%
	0.0%	31.4%	31.4%
	0.0%	29.6%	29.6%
	0.0%	41.3%	0.0%

### Office Supply Bid Responsive Review

Bidder Date:	explice Depot
	MINIMUM QUALIFICATIONS
1	Experience in providing office and educational supplies to multiple facilities on a statewide basis.
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.
3	Online ordering tool which can be customized and uploaded with contract pricing
4	Live customer service assistance during normal business hours
	REJECT / MOVE FORWARD

Office Supply Bid Required Submittals

Bidder:

Date:

	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.	(Y) 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.	N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
3	Chosen Wholesaler Catalog	(Y) / N	If No, does omission affect Price, Quality or Delivery?	Y/N	If No, allow and move forward	
~ 4	Vendor Specific Catalog	z (>)	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	N Y	If No, does omission affect Price, Quality or Delivery?	Y/N	If No, allow and move forward	
6	Wholesale price list	(Y) 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.	N (Y	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.	Ø z	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.	(Y) / 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.	(E) 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 / N	If No, does omission affect Price, Quality or Delivery?	Y /(N)	If No, allow and move forward	Contract Admin
12	RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog. for the previous 18 months.	(V) 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 /(N)	If No, does omission affect Price, Quality or Delivery?	Y /(N)	If No, allow and move forward	Contract Admin
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	(Y) 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:	(e/20/11	•
•	MINIMUM QUALIFICATIONS	
1	Experience in providing office and educational supplies to multiple facilities on a statewide basis.	(Ŷ) 1
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.	(Ý) 1
3	Online ordering tool which can be customized and uploaded with contract pricing	(Y)
4	Live customer service assistance during normal business hours	(Y)/ 1
	REJECT / MOVE FORWARD	

#### Office Supply Bid Required Submittals

Bidder:

Date: 6/20/11

Submittal Notes Detailed information about how the Proposer meets the minimum and preferred qualifications If No, does omission affect Price, If No, allow and (Y) N Y / N detailed in section 4. Answers to reference the specific points they are addressing in the Quality or Delivery? move forward order they are written in the RFP. Description of how the goods or services offered specifically meet the requirements identified If No, does omission affect Price, If No, allow and (Y)Nin the Sample Contract. Answers need to reference the specific areas they are addressing in Y / N 2 Quality or Delivery? move forward the order they are written in the Contract. atalog provided but wholesaler If No. does omission affect Price. If No. allow and Y /(N YN 3 Chosen Wholesaler Catalog Quality or Delivery? move forward If No, does omission affect Price, If No, allow and (Y)/ N Y / N - 4 Vendor Specific Catalog Quality or Delivery? move forward Electronic copy of complete product list documenting the manufacturer (industry If No. does omission affect Price. If No. allow and standardized) item number, Contractor SKU number if different, product description, pack /Y ) N Y / NQuality or Delivery? move forward configuration, pack size and manufacturer list price, discounted price to OSU Provided but file courset + If No, does omission affect Price, if No, allow and Y //N Y //N 6 Wholesale price list Quality or Delivery? move forward If No. does omission affect Price. If No. allow and (Y) N 7 Discount structure, by category that will be in force for the duration of the contract. Y / NQuality or Delivery? move forward Core item discount structure. This will be over and above the category discount. Sample If No, does omission affect Price, If No, allow and (Y)/ N Y/N8 Core list shown in Exhibit 2 of Sample Contract. Quality or Delivery? move forward Contract Admin real Notation on price listing for items that are standard stocked by the Proposer vs. sourced from If No. does omission affect Price. If No. allow and 9 Y /(N) Y // N Wholesale distributor. Quality or Delivery? move forward Notation in the proposers response identifying total number of items in proposed catalog, If No, does omission affect Price, If No, allow and Y /(N) Y /(N) 10 number of standard stock items and number of Wholesale accessed items. move forward Quality or Delivery? Contract Admin reed.

Price provided for April 2011
as required for Contract.

Contract admin reed. Notation in the proposers response identifying their standard categorical catalog listing and If No, does omission affect Price, If No, allow and Y /(N) YN 11 how it will be applied to the proposal category listing. Quality or Delivery? move forward If No. allow and RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog, for the previous 18 If No, does omission affect Price, Y /(N) Y /(N) 12 months. Quality or Delivery? move forward Pricing matrix that will be utilized to determine paper price adjustment during the contract. If No, does omission affect Price, If No, allow and Y //N Y //N I.e. Index movement x paper tonnage per ream/case = \$ increase. Indicate calculation Quality or Delivery? move forward utilized for paper tonnage per ream/case. If No, does omission affect Price, If No, allow and (Y) N 14 Y/NAttachment B Quality or Delivery? move forward If No, does omission affect Price, If No, allow and (Y) N 15 Attachment C Y / N Quality or Delivery? move forward If No, does omission affect Price, If No, allow and 16 Dunn & Bradstreet Report Y //N Contract admin need. Quality or Delivery? move forward

#### Office Supply Bid Responsive Review

Bidder	"Office Max
Date:	Uzoly
	MINIMUM QUALIFICATIONS
1	Experience in providing office and educational supplies to multiple facilities on a statewide basis.
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.
3	Online ordering tool which can be customized and uploaded with contract pricing
4	Live customer service assistance during normal business hours
	REJECT / MOVE FORWARD

Object Nax

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

### Office Supply Bid Responsive Review

Bidder	Office Moducts North west
Date:	Ce/22/11
	MINIMUM QUALIFICATIONS
1	Experience in providing office and educational supplies to multiple facilities on a statewide basis.
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.
3	Online ordering tool which can be customized and uploaded with contract pricing
4	Live customer service assistance during normal business hours
	REJECT / MOVE FORWARD

Bidder: Office Products Northwest

Date: Ofzely Submittal

	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.		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.	Ø N	If No, does omission affect Price, Quality or Delivery?	Y (N)	If No, allow and move forward	Contract Admin
3	Chosen Wholesaler Catalog	Y /(Ñ)	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
	Vendor Specific Catalog	(V) 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	Ø N	If No, does omission affect Price, Quality or Delivery?	Y/N	If No, allow and move forward	
6	Wholesale price list	Y (N)	If No, does omission affect Price, Quality or Delivery?	Y 100	If No, allow and move forward	Contract Admin
7	Discount structure, by category that will be in force for the duration of the contract.	(Y) 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.	Ø 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.	Y ILN	If No, does omission affect Price, Quality or Delivery?	Y (N)	If No, allow and move forward	Contract Admin
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/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 /(R)	If No, does omission affect Price, Quality or Delivery?	Y (N)	If No, allow and move forward	Contract Admin
12	RISI index pricing for Uncoated Freesheet papers Std. No. 4 92 Brt Xerog. for the previous 18 months.	Y (N	If No, does omission affect Price, Quality or Delivery?	Y (N)	If No, allow and move forward	Contract Admin
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 //N	If No, does omission affect Price, Quality or Delivery?	Y (R)	If No, allow and move forward	Contract Admin
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	(V) N	If No, does omission affect Price, Quality or Delivery?	Y / N	If No, allow and move forward	
16	Dunn & Bradstreet Report	Y //Ñ	If No, does omission affect Price, Quality or Delivery?	Y /(N)	If No, allow and move forward	Contract Homer