



OHIO
UNIVERSITY

Ohio University Purchasing & Contracting Office
Request for Proposal #10-048/KH
Name: Promotional & Apparel Items
Due: 2:00 PM EST April 21, 2010

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Section 1 General Information

1.1 Proposal Description

Ohio University of Athens, Ohio (hereafter called The University) invites proposals for **Promotional & Apparel Items** as described herein. The University will receive proposals at the Purchasing & Contracting Office, Ohio University, PO Box 640, Athens, OH 45701. If a street address is needed, replace the PO Box number with "168 HDL Center." Proposals are due at 2:00 PM EST on Wednesday April 21, 2010. The package containing the proposal must be sealed, addressed to the attention of Kathy Hoisington, and designated as Proposal #10-048/KH. Instructions are contained in this document for responses that are returned by E-mail.

1.2 Alternates and Variations from Requirements

Wherever items or services have been specifically described, such identification is descriptive and not restrictive. It indicates the quality and characteristics that are satisfactory. If the bidder has an equal, alternative proposal, that alternative must be clearly and completely described. The University will consider alternates that meet or exceed the quality and characteristics specified. The University is not bound to accept any proposals that are not in its best interest. The determination as to acceptability of the alternate offered is the responsibility of the University, and will be based on information furnished by the bidder, as well as information reasonably available to the University. Unless the bidder clearly indicates that an alternative is being offered, it will be assumed that the proposal meets the requirements exactly as specified in this document. **CAUTION TO BIDDERS:** It is not the responsibility of the University to secure any information not identified in the bidder's response. Information furnished may include specific references to catalogs, brochures, or other material previously furnished. Otherwise, such information must accompany the proposal.

1.3 Method of Award

A multiple award for goods and services may be made to bidders providing the lowest responsive and responsible proposal. The University reserves the right to reject any or all proposals and is not bound to accept the lowest-cost proposal if that proposal is not in the best interests of the University. In making an award, factors such as the firm's service capability, integrity, facilities, equipment, reputation and past performance will be weighed. In the event of a tie, the proposal that was date stamped into the Purchasing & Contracting Office first will receive priority consideration.

1.4 Compliance with Federal, State and Local Laws

Any vendor warrants, in submitting a proposal and in the performance of any resulting award, that they have complied with or will comply with all applicable federal, state, University and local laws, ordinances and all lawful orders, rules and regulations there under. The vendor agrees: 1) Not to discriminate against any employee or applicant for employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era veteran status, 2) That every sub-contract for any ensuing order will contain a provision requiring non-discrimination in employment as specified above, and 3) That it is not now, and will not become subject to an unresolved find for recovery under ORC 9.24, prior to the award of any contract or agreement arising out of this RFP, without notifying the University of such finding. This covenant is required pursuant to Executive Order 11246, Laws and Regulations of the State of Ohio. Any breach thereof may be regarded as material breach of contract or purchase order and cause for cancellation.

Furthermore, the bidder warrants that no injurious, deleterious, or toxic substances will be used in or on the products; that the products will be suitable for the purpose for which they are intended to be used and will not cause harm either in their production or in their end-use as instructed and with ordinary care for their intended purpose; and that the products will be produced, promoted, distributed and sold in strict compliance with all applicable federal, state and local laws, ordinances, rules and regulations, including, without limitation, any and all applicable labor standards guidelines.

Section 2 Institutional Background

2.1 General

Ohio University was chartered by the state of Ohio in 1804. It is a state-assisted University, with a total enrollment exceeding 28,000 students. The main campus, in Athens, Ohio, has an enrollment of approximately 19,000 students. The remaining 9,000 students are served by five regional campuses in Ironton, St Clairsville, Lancaster, Zanesville, and Chillicothe as well as College of Osteopathic sites. The University employs an estimated 3500 full and part-time faculty and staff.

2.2 Objective and Current Information

The goal of this request is to establish a program that will be administered to the campus by the Ohio University Printing Resource Center for the purchase and delivery of promotional and apparel items. The Printing Resource Center's role will be considered as the selected vendor(s) on-campus representative.

- Contract awards will require campus support through an electronic marketplace, SciQuest.
- All deliveries will be made to the Printing Resource Center Monday through Friday for the contract term.

University Goals:

- Reduce expenses
- Add product selection
- Create a more central procurement, delivery and payment process
- Use the Supplier's purchasing power to reduce costs
- Offer Optimum value
- Provide timely and relevant reports to analyze purchases and plan for the future
- Decrease multiple telephone quotes and/or eliminate repetitive bidding

Supplier Benefits:

- Volume buying
- Decrease in billing
- Improve payment cycle
- Long term agreement

Ohio University is a member of the Inter-University Council Purchasing Group of Ohio, frequently called the IUC or IUC-PG. It is a purchasing consortium comprised of the purchasing officers of the State of Ohio institutions of higher education. The purpose of the formation was to achieve standardization of requirements, methods of operation and to buy at optimum quantity discounts. The organization has 34 members made up of the 13 state universities, 1 medical college, 13 community colleges and 7 technical colleges & institutions that receive state appropriated funds.

The IUCPG operates under the requirement of the current appropriation legislation, The Ohio Revised Code, and the By-Laws of each institution's Board of Trustees. All contracts entered in to shall be governed by such laws aforementioned in the state of Ohio.

Are you willing to extend this pricing agreement to the IUC membership?

Yes _____ No _____

Section 3 Scope of Work

3.1 Description

The University will select Supplier/s who carry a complete line of quality promotional items, textiles/garments/apparel and has immediate access to larger manufacturer(s) or wholesaler warehouses. The depth of the lines, products carried, and the quality of those products will be very important criteria in the selection process. The proposals must include a current catalog on CD, flash drive or website showing the types of products carried. The University reserves the right to request additional information or samples of products that the University is not familiar with.

Product Offerings

Identify the range of the following categories that your company offers.

- Promotional Items
- Textiles/Garments/Apparel
- Others (products not listed you wish to offer)

New and Discontinued Products:

The supplier shall notify the University Purchasing Department and the Printing Resource Center of new and discontinued products. Pricing for new products shall be in compliance with the pricing program.

Fill Rate: Failure to maintain an acceptable fill rate with no substitutions of the items ordered and shipped at the time requested may be cause for cancellation of the resultant agreement.

Product Substitutions: There will be no substitutions of ordered product allowed unless the University has first been notified and permission granted.

Pricing

- Pricing is requested on a catalog discount basis. Provide on the Pricing Form, found on page 15, of Section 6, offered discount for the product areas described as well as any other product lines you wish to offer.
- The contract discounts shall remain firm for the life of the contract.
- Although detailed specifications have been provided in the RFP, it is not the University's intention to limit the supplier's innovation or creativity in preparing a proposal. Innovative ideas, new concepts and partnership arrangements other than those presented in this document shall be considered.

3.2 Specific Requirements

- Ohio University is in the process of implementing SciQuest, an online ordering system. See requirements below.

SciQuest Catalog Requirement

SciQuest's **SelectSite**[®] is a Web-based sourcing and requisitioning solution for laboratory products, office supplies, MRO, electronics, and other commodities that Ohio University has licensed to use.

The awarded vendor(s) will be required to provide their entire catalog, with our contracted pricing, on our **SelectSite**[®] application. Whether you currently provide your catalog to SciQuest, or are new to the SciQuest Supplier Network, **there is no cost to you for loading your data to our catalog.**

As of now we have not implemented this system but the awarded vendor(s) will be required to provide their catalog at some time within the next several months.

The following are the details of what you need to do to if awarded to enable your catalog:

NOTE: Suppliers who already have their catalog loaded at SciQuest, need only to provide any applicable catalog updates along with an updated Ohio University price file. Please contact your SciQuest Content Developer or send an email to data@sciquest.com for more information.

1. Visit the URL: <https://solutions.sciquest.com/apps/Router/SupplierRegistrationRequest> and fill out a profile for your organization. Include in the Comments field an estimated number of products (SKU's) that your company will include in the electronic catalog.
2. SciQuest will approve your portal registration and direct you to the Catalog Management Tool (CMT) which can be downloaded, at no charge, from the portal. All catalog data and pricing must be formatted and uploaded to SciQuest in the SciQuest CMT format.

Once you have formatted your data and uploaded it to SciQuest, you may use the portal to easily extract your data & pricing in order to add, modify and delete items. By regularly updating your product information, our respective organizations will avoid the costs associated with order delays and invoice errors.

Should you have additional questions about data loading requirements, please contact data@sciquest.com

3.2.1 Service Requirements

- Awarded suppliers will assign an Account Manager to the University account. The Account Manager must be able to act with full authority and have 3 or more years' experience and knowledge in promotional items. This individual will be required to meet with the University as agreed by the parties.
- Advise if your company produces its own catalogs or uses national product catalogs. List the number of products contained in the 2010 catalog and provide a CD, flash drive copy or website and associated pricing as an attachment of each catalog you are bidding. Do Not Send Hard Copy Catalogs.
- Advise if your company can provide catalogs with Ohio University information printed on cover.
- Ohio University is committed to identifying environmentally preferable products for our end users. To aid in these efforts, we request the vendor to provide and market these products and services whenever possible.
- The awarded supplier/s will be required to provide reports the University may deem necessary including but not limited to:
 - Tracking of all products ordered by the University
 - Tracking fill rates
 - Invoice history
 - Back-order reports for items/orders which have exceeded the promised delivery schedule
 - Sales reports by item, dollars and quantities purchased

3.2.2 RFP Terms and Conditions

Ohio University reserves the right to:

- Reject any or all Proposals received in response to this RFP;
- Request clarification from any Bidder on any or all aspects of its proposal;
- Cancel and/or reissue this RFP at any time;
- Retain all Proposals submitted in response to this RFP; and,
- Invite some, all, or none of the Bidders for interviews and further discussion.

Provisions: If any provisions in a resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.

Ethical Conduct: It is expected that once a purchase order or contract is issued, vendors not receiving an award will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of the University. The University reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a vendor, and/or removal of a vendor from the University's bidder list(s).

Apart from a contact required for any on-going business at the University, vendors are specifically prohibited from contacting any individual at, or associated with the University regarding this RFP. Vendor communication shall be limited to the Purchasing Department contact named on the cover page of this document. A vendor's failure to adhere to this prohibition may, at the University's sole discretion, disqualify the vendor's Proposal.

Cancellation for Lack of Funding: A resultant agreement may be cancelled without any further obligation on the part of Ohio University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The vendor shall be notified in writing of such non-appropriation at the earliest opportunity.

Termination of Agreement: Consistent failure by the vendor to meet the terms and conditions of a resultant agreement deemed by the University, in its sole discretion, to be a material subject of the agreement, including, but not limited to delivery, required service-levels, quality, and invoice inaccuracies, will constitute a default of the agreement by the vendor. In the event that said default continues for a period of thirty (30) days after the vendor receipt of notice-of-default from the University, the University reserves the right to immediately terminate the agreement. Termination shall in no way limit the University's right to recover damages that occur as a result of the vendor's breach. Either party may cancel a resultant agreement after ninety (90) days from the effective date of the agreement by giving the other party thirty (30) days prior written notice of intent.

Proposal: Response must be valid for 90 days.

Contract Term: The contract will commence on the date of award and continue for a period of one (1) year. Pricing will remain firm for the initial 1 year period. At the end of the initial 1 year period, the contract may be renewed for an additional two (2) two (2) year periods (at the same terms and conditions), upon the signed mutual agreement between the University and the awarded vendor. The University will review requests for price increases for each of the 2 renewal periods.

Minority Business Participation: Ohio University has a goal consistent with the State of Ohio legislative mandate to procure at least 15% of its aggregate total of goods and services from State of Ohio Certified Minority Business Enterprises (MBE). A list of Certified Minority Vendors can be found at www.mbe.ohio.gov. Pursuant to this mandate, Bidders are encouraged to work in conjunction with MBE Bidders to submit a joint proposal. Any such joint proposal must be signed by all Bidders and must clearly indicate the specific portion (and pricing) of the total scope of work that each joint Bidder is to perform/provide. The MBE performance percentage will be calculated as follows:

The MBE performance dollar-cost, divided by the sum of both MBE and non-MBE performance dollar-costs.

Proposals that contain zero-percentage of MBE performance will not be deemed non-responsive solely on the basis of a zero-percentage MBE performance. The percentage of the total scope of work that will be performed by a MBE Bidder will be an evaluation criterion in the award decision, and will be weighted at the University's sole discretion. Award shall be made to the Bidder(s) whose proposal (joint or not) represents the lowest responsive and responsible offer. In the event that an award is made as the result of a joint proposal, each awarded vendor will be issued a separate contract and/or purchase order consistent with its pricing and scope of work as specified in the joint proposal.

Recall Notice

In the event that any products become subject to any order or recall, or the awarded supplier is otherwise notified of safety or health hazards to the public and/or anyone in the chain or production, promotion, distribution or sale of the products, the awarded supplier immediately shall notify the University, discontinue production of the offending product, seek to recover all such product from distributors and safely destroy all such product recovered or existing in inventory, unless permission to otherwise dispose of the same is obtained in writing from the University. Approval of affected product shall be void automatically upon such notice of hazard or recall. The awarded supplier agrees to comply with requirements of all applicable legally empowered governmental authorities with regard to such hazards or recall.

The supplier, shall, within twenty-four hours of its receipt of any notice of product recall, notify the University's Purchasing Department by both e-mail and faxing the notice of recall. The suppliers shall indemnify and hold harmless Ohio University, its Board of Trustees, employees and agents from any and all claims, which directly arise out of the supplier's failure to provide notice in accordance with this section.

3.2.3 Delivery Requirements

- Deliveries for the main campus of Ohio University will be made to the Printing Resource Center of Ohio University.
- Off campus deliveries may include all University affiliated entities as well as the five regional campus locations at Chillicothe, Eastern (St. Clairesville), Lancaster, Southern (Ironton) and Zanesville as well as College of Osteopathic sites and The Pickerington Center.
- All Deliveries will be F.O.B. Destination, Freight Prepaid and Allowed.
- All deliveries are to include a detailed packing slip listing the complete product description, purchase order number and any other information requested by the University. The purchase order number must also appear clearly on the outside of the package, preferably on the shipping label. Acceptance of the total delivery and signature based upon piece count and manifest does not represent a transfer of responsibility of the University for the contents of each package. In the event of shortage, overage or damage exists within the packages; the prime supplier/s will accept the University/s documentation for resolution.
- Items on backorder will be clearly annotated on each packing list. Packing list must be clear and should indicate expected delivery date. The University reserves the right to secure the product from other sources if product is required prior to the supplier reshipment date. Frequent occurrences may be cause for cancellation of the agreement.
- Orders shall be packaged, wrapped, or boxed by individual departmental orders for delivery. Supplies that are shipped by the suppliers must be packaged in an environmentally sensitive manner: stuffing (e.g., "popcorn", etc) should be 100% biodegradable.
- Products that are damaged, incorrect, of unacceptable quality or not to specification will be returned at no cost to The University.
- Returnable products will be returned to the supplier's stock at no charge to The University. The item will be returned to the supplier's stock and credited.

3.2.4 Audits

The University reserves the right to perform an audit as often as deemed necessary with five (5) days advance notice. The University will require access to all invoicing and documentation that relates to the University's final cost. The Ohio University Internal Audit personnel may perform the audit, or an outside auditor employed by the University, for the sake of monitoring that the supplier is complying with the terms of the agreement.

3.2.5 Payment Terms

The University's standard payment terms are Net 30 unless otherwise agreed to by the parties. If your company offers a discount for early payment of invoice, please describe.

3.2.6 On-going support Requirement

- Provide evidence of your company's ability to work with your customers to continuously lower their process costs and lead times.
- In addition to buying the products your company distributes at the best possible price, describe the processes your company has in place to monitor and reduce internal process costs.
- Describe how your company measures and reacts to customer satisfaction.

3.2.7 Company Financial Information, Scope, and Size

Bidders must submit evidence of qualifications as indicated below. The University will consider financial, technical and other qualifications or abilities of the bidders in making the award. Each response to this RFP must provide the following information.

- Provide a brief background of your firm's business experience in the Promotional Items field.
- Provide company size and history, to include an organizational chart and organization type (i.e., sole proprietor, partnership, corporation, etc). Indicate the total number of personnel currently employed by your company.
- Provide names, title, phone number and a brief resume of the Account Manager who will be assigned to this project. Include a description of the responsibilities, certifications and training of this individual.
- List a minimum of three references serviced by your company in the last three years with the name of the organization, contact person(s) name, title, address, telephone and email address, the contract period and the contract value. See 6.2 References. The University intends to contact the customer references provided relative to customer's experience and satisfaction with the bidder.
- List any unique relationships (i.e., joint ventures, minority associations, EDGE certifications, etc).

Please do not include an assortment of brochures in lieu of the specific information requested above.

3.3 Timeline

The following timeline applies to the Request for Proposals, however, the University may change the estimated dates and process as deemed necessary.

RFP issued: March 18, 2010

Last day questions will be accepted: April 5, 2010

RFP due: 2:00 PM EST April 21, 2010

Section 4 Proposal Evaluation

This may be a multiple award. The weighting of evaluation criteria is at the University's discretion. After considering the factors set forth in this RFP, an award to the bidder(s) whose proposals are determined to be the most advantageous to the University will be made. **This award will not be based solely on price.**

The supplier(s) who, in the judgment of the University, best meets the needs of the University will be awarded a contract. Any contract awarded as a result of this RFP will be made on the basis of being the most responsive and responsible proposal and which is also in the best interest of Ohio University. All answers supplied to questions asked in this RFP are subject to verification. Misleading and inaccurate answers will be grounds for disqualification at any time in the evaluation and procurement process.

4.1 Evaluation and Selection Criteria (in no particular order)

- Economic Costs and Benefits: *Overall price and cost efficiency of purchase*
- Quality and adequacy of response: *Completeness, responsiveness, clarity*
- Technical issues: *Compatibility with existing systems, ease of installation and maintenance*
- Ability to meet requirements as described
- Ability to meet timeline as described
- Ability to provide excellent customer service
- Ability to provide support and/or service requirements
- Quality of services offered
- Qualifications and experience of vendor, including key staff serving this account
- Confirmation of delivery and pick-up service capabilities (accuracy and timeliness)
- Demonstrated success of the bidder's firm and/or specific products and/or methods offered, to provide items and services as requested.
- Value added services, marketing and implementation plan.
- Minority Business Development.

4.2 Method of Evaluation

Responses will be reviewed by qualified University representatives. Bidders selected after preliminary proposal evaluations may be asked for further information and clarification, and/or to give an oral presentation. Individual interviews may be held with prospective firms, and site visits may be required.

4.3 Negotiations

The University reserves the right to conduct discussions with bidders, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted. Once an award is made, proposal documents are public record and will be disclosed upon request (see Additional Terms & Conditions, in the Instructions for Bidders Section, below).

Section 5 Instructions for Bidders

5.1 Receipt and Opening of Proposals

5.1.1 Deadline & Delivery

Ohio University will receive proposals at the Purchasing & Contracting Office, until 2:00 PM EST, on Wednesday April 21, 2010. Firms submitting proposals will be responsible for delivery of the documents to the proper place and prior to the time of the proposal opening (as specified above). Any proposal received after the time and date specified or improperly marked, prepared or submitted, may not be eligible for consideration and may be returned unopened.

5.1.2 Mailing the Response

Proposals may be sent to Ohio University, Purchasing & Contracting Office, PO Box 640, Athens, Ohio, 45701. Each proposal must be submitted in an envelope (or other container), bearing on the outside: the name of the firm submitting the proposal, the firm's address, and the proposal number and name. If a street address is necessary, replace the PO Box number with "168 HDL Center". Proposal documents must be delivered to, and date stamped into, the Ohio University Purchasing & Contracting Office prior to the due date and time. The bidder is cautioned against last minute, exclusive reliance on overnight carriers to meet the due date & time. The University's relatively remote location sometimes results in late delivery.

5.1.3 Faxing the Response

Proposals that do not require any type of bond, deposit or sample may be submitted by fax ONLY IF the release statement (page 17) is signed and included with the faxed bid. The transmission/receipt date and time that are automatically printed on the faxed bid will serve as the official date stamp. Ohio University Purchasing & Contracting Office fax number is 740-593-2144. Bids submitted by fax must be immediately confirmed by dispatching the original copy via conventional carrier.

5.1.4 Emailing the Response

If all response pages and documents needed (e.g., descriptions, flyers) are available electronically, proposals may be emailed to Kathy Hoisington: hoisingt@ohio.edu. The date and time that is generated by the University's oak email system will serve as the official date stamp. You must use the guidelines below to email your response. Failure to follow these guidelines could void your response:

- Email the response to the University official listed above only. Do not include any other recipient on the response.
- Email the response from a company email system – i.e., use only an email account provided by your firm. Do not email proposals from a personal email account.
- The Subject (i.e., the email message title) should be: *RFP 10-048KH- Response*.
- Clearly identify yourself, your company, and the RFP number, in the body of the email.
- Do not include any proposal information in the body of the e-mail. Proposal information should be only in the attachments to the email. Attachments will not be opened until after the RFP due date.
- Include the following text in the body of the email:
I understand that the Ohio University Purchasing & Contracting Office will take care to protect the confidentiality of my proposal prior to the bid opening date and time. I also understand and acknowledge that as a result of my choice, to attach the proposal to this email, confidentiality cannot be assured in the traditional manner (e.g., unbroken seals). I assume full responsibility for my choice to email this proposal, and for the lack of assured confidentiality inherent in that choice.

5.2 Preparation of Proposals

Proposals must be prepared on the forms provided. Bidders should also provide their own sheets/documents, as needed, to fully describe their proposal. All spaces are to be fully completed and all prices must be clearly set forth. Bidders are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the proposal. Erasures and other changes in the proposal must bear the signature or initials of the bidder. In the event of a price discrepancy, unit prices will prevail. ALL PROPOSALS MUST BE SIGNED.

Bidders must submit the following with their proposal:

1. Section 6 Response pages, completed and signed. Includes Section 6.1, Terms & Conditions, 6.2 Pricing Form and 6.3 References Section
2. Exhibit A, Questions (Page 19)
3. Complete description of all items and services proposed.
4. Sample contract.
5. Five (5) complete copies of the proposal. (Not necessary if response is emailed. Simply attach one copy of your proposal to the email, as directed above.)

Failure to provide this information may result in rejection of the proposal.

The University reserves the right to reject any proposal not prepared and submitted according to the provisions herein outlined, and may reject any or all proposals. Any proposal may be withdrawn prior to the proposal due date, upon written request (mail, fax, or e-mail).

IMPORTANT NOTE: The bidder is cautioned against last minute, exclusive reliance on overnight carriers to meet the due date & time. The University's relatively remote location often results in late delivery.

5.3 Questions Regarding this Proposal

All items of this RFP must be answered in full. Each supplier understands and agrees that it has a duty to inquire about and clarify any ambiguity that the supplier does not fully understand or believes may be interpreted in more than one way.

All formal requests for information and interpretation about substantial issues that could result in an addendum to this RFP should be directed to Kathy Hoisington, in writing, by Monday April 5, 2010. Requests can be e-mailed to hoisingt@ohio.edu, faxed to 740-593-2144 or mailed to the address shown above. All questions will be gathered and answered in an addendum, which will be sent to all bidders as soon as possible.

5.4 Additional Terms & Conditions of Submitting a Proposal

5.4.1 Costs incurred by bidder

The bidder, by submitting a proposal, agrees that any cost incurred by the bidder in responding to this RFP, or in support of activities associated with this request, are to be borne by the bidder and may not be billed to the University. The University will incur no obligation or liability whatsoever to anyone by reason of issuance of this RFP, or action by anyone relative thereto.

5.4.2 Signature & submission

Proposals must be dated, signed by an official authorized to bind the bidder to the terms of the proposal and submitted to the Ohio University Purchasing & Contracting Office in accordance with the terms and conditions of this RFP.

5.4.3 Obtaining clarification

All issues and questions raised in this RFP must be answered in full. Each bidder understands and agrees that it has a duty to inquire about and clarify any RFP issue that the bidder does not fully understand or believes may be interpreted in more than one way. Every attempt will be made to promptly answer all inquiries from each bidder.

5.4.4 Freight Terms

All prices quoted are to be F.O.B. Destination. Unless clearly stated otherwise by the bidder, prices quoted will include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

5.4.5 No Bid Requirement

If you are unable to submit a proposal, please date and sign the Terms & Conditions sheet, and indicate "NO BID". Give a brief explanation, and return the sheet before the due date.

5.4.6 Contractual obligations

The contents of proposals submitted by the successful bidder will be considered contractual obligations upon award.

5.4.7 Sales Tax

The University, as an instrumentality of the State of Ohio, is exempt from Ohio sales tax and Federal excise tax, including Federal transportation tax.

5.4.8 Formal & Informal RFPs/Proposal opening

This is an informal RFP and will not be read at a public opening. Written requests for proposal results must include the Request for Proposal number and closing date. If the bidder wishes to obtain a copy of the proposal tabulation and/or evaluation form(s) once award is complete, bidder should provide a self-addressed, stamped envelope with the proposal.

5.4.9 Proprietary Information

All evaluation documents for proposals are non-proprietary and subject to public disclosure after contract award. All proposal documents and information are subject to public disclosure under Ohio Revised Code Section 149.43. To exempt information provided in the proposal from public disclosure, bidders should identify any and all sections of their proposal they consider trade secrets or proprietary information. In the event of a public document request, the Ohio University Legal Affairs Office will review the sections so identified, and will make the final determination as to the need to disclose. Bidders will be solely responsible for protecting their own trade secret or proprietary information, and will be responsible for all costs associated with protecting this information from disclosure. The University will keep one (1) copy of proposals in accordance with its record retention schedule.

5.4.10 Use of Ohio University's Name

No Supplier providing proposals, products or services to the University will appropriate or make use of Ohio University's name or other identifying marks or property in its advertising without prior written consent of Ohio University.

5.4.11 Gratuities and gifts

Gratuities are not acceptable. Ohio University, by written notice to Bidder, may immediately reject any proposal, or cancel any contract that results from this RFP, if the University finds that gratuities were given or offered. Gratuities are defined as gifts, entertainment, or any other compensation offered or given by the Bidder, or any agent or representative of the Bidder, to an Ohio University officer or employee, in an effort to secure an award or preferential treatment.

Section 6 Proposal Response Sheets

This section must be completed and returned with your proposal. This document has been prepared using Microsoft Word. To obtain an electronic copy, email Kathy Hoisington at hoisingt@ohio.edu.

6.1 Terms & Conditions

Provide complete Company Name and address to which to send a Purchase Order (if awarded):

Fax number for order	
Website address	

Proposal Prices are valid for	Days (a minimum of 90 days is preferred).		
FOB pt	Destination		
Payment Terms			
Representative name			
Rep Phone number		Fax number	
Email address			

For reporting purposes only:

Is bidder's firm a certified Minority Business Enterprise in the State of OHIO (Y or N)?

Certified with the State of Ohio as an EDGE Supplier?

Otherwise certified as a Disadvantaged Business Enterprise? (If yes, explain):

If needed, provide complete information about proposed terms and conditions on your own forms.

Signature _____ Date _____

6.2 Pricing Form

Proposal Discount/Pricing Information

Quote discounts offered and any associated charges

Promotional Products: _____ %

Textiles/Garments/Apparel: _____ %

Other: _____ %

Other: _____ %

Implementation can begin _____ days after award.

Signature
Date

Title

Printed Name

6.3 References

Provide a minimum of 3 references. They should ideally be similar to Ohio University - i.e., mid to large size state-funded institutions of higher learning, who have contracted with the bidder for the same services and/or products. If such references are not available, list references which match as closely as possible.

Company Name			
Address			
Contact Name Title			
Phone		Email address	
Contract Period		Contract Value	

Company Name			
Address			
Contact Name Title			
Phone		Email address	
Contract Period		Contract Value	

Company Name			
Address			
Contact Name Title			
Phone		Email address	
Contract Period		Contract Value	

Company Name			
Address			
Contact Name Title			
Phone		Email address	
Contract Period		Contract Value	

Fax Release Document

(Faxed Proposals will not be accepted unless this sheet is signed and faxed along with the proposal)

Attn: Kathy Hoisington

Re: RFP #10-048/KH

In order to meet the specified proposal opening date and time, this proposal is hereby submitted via fax. I understand and acknowledge that the proposal contents cannot therefore remain completely confidential until the time of proposal opening. The signature below certifies that I understand the Ohio University Purchasing & Contracting Office will process my proposal in accordance to standard University procedures, taking care to protect confidentiality. However, I assume full responsibility for this fax, and the lack of confidentiality inherent in the process of faxing a proposal.

Signature: _____

Date: _____

Company name: _____

Exhibit A Questions

1. Is there a cut-off time that orders must be placed by to receive the items within a standard time period? i.e., customers must place order via on-line order system by 1pm to receive items the next business day.
2. What is your fill ratio? Please detail your response.
3. Are customers able to interface directly with your system? i.e., SciQuest.
4. Do you offer electronic billing? If so, please provide details.
5. Do you offer electronic receipt settlement? i.e., the customer sends payment for items received, no invoice (paper or electronic) is issued. If so, please provide details.
6. Please provide your payment terms and any options available. Vendors should explain if they accept credit cards (procurement cards) as a method of payment.
7. Provide examples of typical reports that are available.
8. Do you provide pro active reports to your customers that would help guide them to reduced costs? If so please provide details.
9. Describe your customer service. i.e., local rep, inside rep, general customer service, marketing rep, where are they located, how is your call center handled, etc.
10. Any other features that your system offers that you feel would be beneficial to Ohio University.
11. Explain any special marketing programs that you can provide to promote or assist in the transition of this program.
12. Describe any Green Products or Green Programs available.