



**REQUEST FOR PROPOSALS (RFP)**

**Office Supplies for JOB1 Business and Career  
Solutions Center**

**SOLICITATION #: PY2022-001**

**ISSUE DATE: September 2nd, 2022**

**Equus Workforce Solutions**  
805 N. Whittington Parkway  
Louisville, Kentucky 40222

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## **1.0 GENERAL INFORMATION**

### **1.1 Company Background**

Arbor E&T, LLC d/b/a Equus Workforce Solutions, formerly ResCare Workforce Services, is a comprehensive provider of workforce development services in North America. Our fifty-plus-year legacy of experience encompasses the development, design, and delivery of demand-driven workforce solutions. We are drivers and collaborators for workforce systems change, including adapting to changes in legislation, job seeker demographics and market and industry changes. We do this by integrating data-driven technology, expanding access to services, and streamlining partner-supported service delivery. Our dedicated and passionate team of 2,500+ workforce professionals puts the industry's best practices to work across more than 350 North American locations, assisting over one million job seekers and thousands of employers annually. Together with our partners and collaborators, we work every day to change lives, advance economies and help communities thrive.

Creating Opportunities. Changing Lives. Equus Workforce Solutions.  
EquusWorks.com

### **1.2 Request for Proposals and Contract Type**

Equus Workforce Solutions desires to obtain proposals from experienced entities interested in being an office supply vendor for the local JOB1 Business and Career Solutions Center funded by the Workforce Innovation and Opportunity Act (WIOA). As the primary Direct Services Provider operating and managing the JOB1 Business and Career Solutions Center and the JOB1 YouthWorks Career Center for the New Orleans Workforce Development Board (NOWDB) through the City of New Orleans, Equus solicits for-profit and non-profit organizations, public agencies, and collaborations of these organizations interested in providing office supplies.

Upon award, the Contract shall be executed as cost reimbursement.

### **1.3 Contract Duration**

The Contract shall start from the date of full contract execution by the parties ("Effective Date"). As of the Notice to Proceed Date, the Vendor shall perform all activities required by the Contract, including the requirements of this solicitation, and the offerings in its Technical Proposal, for the compensation described in its Financial Proposal. The Contract shall be for one (1) year from Contract Effective Date. Arbor E&T, LLC d/b/a Equus Workforce Solutions, at its sole option may renew the term of the Contract through one (1) additional one (1) year renewal option for a total potential contract length of up to three (3) years. This is also contingent upon contract renewal with the Mayor's Office of Workforce Development (OWD).

### **1.4 JOB1 Business and Career Solutions Center Representative**

The JOB1 Contracts Manager will be the Single Point of Contact (SPOC) prior to the award of the contract. Contact information is as follows:

Hope VonFintel, Quality Assurance Analyst/Contracts Manager  
JOB1 Business and Career Solutions Center  
3400 Tulane Avenue, 2<sup>nd</sup> Floor  
New Orleans, LA 70119  
[Hope.vonfintel@equusworks.com](mailto:Hope.vonfintel@equusworks.com)

## **1.5 Pre-proposal Conference**

A Pre-Proposal Conference *will not* be held for this RFP.

Written questions from prospective vendors may be submitted via email. Emails must contain the Solicitation Number in the subject line. Please have all questions submitted to Hope VonFintel no later than Friday September 13<sup>th</sup>, 2022, by 5:00pm CST.

## **1.6 Procurement Method**

The Contract will be awarded in accordance with; the U.S. federal government's competitive procurement practices and Equus Workforce Solutions streamlined procurement policy.

## **1.7 Proposal Closing Date**

All proposals must be received by JOB1 Business and Career Solutions Center (SPOC) no later than September 23<sup>rd</sup>, 2022, by 5:00 pm CST. The address and email for submission are listed in Section 1.4 (above). Requests for extension of this date or time shall not be granted. Vendors mailing Proposals should allow sufficient mail delivery time to ensure timely receipt by the SPOC. Multiple/alternative Proposals will not be accepted. Proposals received after the closing date and time will not be considered.

## **1.8 Preparation and Award**

Proposals should be prepared simply and economically and provide a straightforward and concise description of the Vendor's Proposal to meet the requirements of this RFP. A Contract shall be awarded to the Vendor submitting the Proposal that has been determined to be the most advantageous to Equus Workforce Solutions considering price and evaluation factors set forth in this RFP for providing the services as specified within. Equus reserves the right to award in full or part either portion of this RFP. Bidders should specify if they are participating in all aspects of the RFP or just a portion.

## **1.9 Duration of Proposal**

Proposals submitted in response to this RFP are irrevocable for the latest of the following: 180 days following the closing date for submission of proposals, best and final offers (if requested), or the date any protest concerning this RFP is finally resolved. This period may be extended at the SPOC request only with the Vendor's written agreement.

## **1.10 RFP Revisions**

If revisions to the RFP are necessary prior to the due date for Proposals, the SPOC shall provide addenda to all prospective Vendors that were sent this RFP, or which are otherwise known by the

SPOC to have obtained this RFP. In addition, an Addenda to the RFP will be posted on RFPDB.com and in The Advocate. It remains the responsibility of all prospective Vendors to check all applicable websites for any addenda issued prior to the submission of Proposals. Addenda made after the due date for Proposals will be sent only to those Vendors that submitted a timely Proposal and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of receipt of all addenda to this RFP issued before the Proposal due date shall be included in the Transmittal Letter accompanying the Vendor's Technical Proposal. The acknowledgement of the receipt of addenda to the RFP issued after the Proposal due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Vendor from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Proposal to be deemed not susceptible for award.

### **1.11 Cancellations**

Equus Workforce Solutions reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Vendors in any manner necessary to serve the best interests of the Equus Workforce Solutions. Equus Workforce Solutions also reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.

### **1.12 Expenses**

Equus Workforce Solutions will not be responsible for any costs incurred by any Vendor in preparing and submitting a Proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities related to submitting a Proposal in response to this solicitation.

### **1.13 Protests/Disputes**

Any protest or dispute related to this solicitation or the Contract shall be subject to binding, private arbitration.

### **1.14 Vendor Responsibilities**

The successful Vendor shall be solely responsible for rendering services for which it has been selected and shall not utilize subcontractors to perform any portion of the scope of work as required by this RFP.

If a Vendor that seeks to perform or provide the products/services required by this RFP is the subsidiary of another entity, all information submitted by the Vendor, such as but not limited to, references, financial reports, or experience and documentation (e.g., insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Vendor, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Vendor's Proposal shall contain an explicit statement that the parent organization will guarantee the performance of the subsidiary.

While experience and documentation of a Vendor's parent company may be used to satisfy

minimum qualifications, a parental guarantee of the performance of the Vendor under this Section will not automatically result in crediting the Vendor with the experience and/or qualifications of the parent under any evaluation criteria pertaining to the actual Vendor's experience and qualifications. Instead, the Vendor will be evaluated on the extent to which Equus determines that the experience and qualifications of the parent are transferred to and shared with the Vendor, any stated intent by the parent in its guarantee of performance for direct involvement in the performance of the Contract, and the value of the parent company's participation as determined by Equus Workforce Solutions.

### **1.15 Mandatory Contractual Terms**

By submitting a Proposal in response to this RFP, the Vendor, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Contract. The Contract shall reflect the requirements and provisions of the RFP. Any exceptions to this RFP shall be clearly identified as such in the Executive Summary of the Technical Proposal. The volume and severity of exceptions to the terms of the RFP, will be considered in the evaluation process, and may be grounds for finding a Vendor not reasonably susceptible for award.

### **1.16 Compliance**

By submitting a Proposal in response to this RFP, the Vendor, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the finalized Contract.

### **1.17 Confidentiality**

This RFP, plus any other documents released, information provided, discussions, etc., as part of the selection process, are strictly confidential and should not be divulged to anyone who is not directly involved in preparation of the response. Additionally, all information within this proposal or gained during the RFP or other processes will remain confidential by the vendor. No information or publicity will be allowed to any third party unless specific written authorization is obtained from Equus Workforce Solutions.

It is a condition of this RFP that the information provided herein is for the purpose of allowing vendors to submit proposals to Equus Workforce Solutions. It may not be used in any other context nor revealed to any other party not directly involved in the submission of a proposal in accordance with the terms of the specification.

## **2.0 VENDOR QUALIFICATIONS**

### **2.1 Past Performance**

The successful proponent shall have relevant experience providing Office Supplies to entities with similar order sizes.

### **2.2 Disadvantaged Business Enterprise**

It is the policy of the City of New Orleans to practice nondiscrimination based on social and Solicitation #PY2022-001

economic disadvantage, race, color, gender, disability and national origin in the award and performance of contracts. In consideration of this policy and pursuant to Division 2 of Article IV of Chapter 70 of the Code of the City, the City enacted the DBE Program for all City contracts.

While it is not a required qualifying factor, entities may receive additional points for Technical Components if they are a qualifying DBE firm. Documentation of current, active DBE status must be supplied upon proposal submission.

## **3.0 SCOPE OF WORK**

### **3.1 Program Information & Objectives**

The Workforce Innovation and Opportunity Act (WIOA) of 2014 funds a federally sponsored employment and training system. WIOA mandates that each local workforce development area establishes a Workforce Development Board (WDB), which represents business, education, labor, community-based organizations, economic development, and mandated workforce partners. The City of New Orleans Office of Workforce Development (OWD) administers the WIOA program for the City and serves as the administrative entity for the New Orleans Workforce Development Board (NOWDB).

The local WDB is responsible for the oversight of WIOA-funded programs. EQUUS contracts with the local WDB and is the Operator and WIOA Adult and Youth service provider for the local American Job Center/One-Stop Center. The local American Job Center/One-Stop Center is known as JOB1 (JOB1 Business and Career Solutions for Adults and dislocated workers and JOB1 YouthWorks Career Center for Youth). WIOA serves two customer groups: employers and job seekers. The needs of all customers are met through the use of a comprehensive workforce system that includes a network of workforce partners linked with education and economic development.

<sup>1</sup> Copies of the Workforce Innovation and Opportunity Act can be obtained at [www.doleta.gov](http://www.doleta.gov).

The objective of this RFP is to identify a Vendor to supply the JOB1 Business and Career Solutions Center with general office supplies.

The successful Respondent will:

1. Provide an online order service capable of managing authorized orders from JOB1 employees, ship-to address, department names, and charge information.
2. Provide a wide range of products available for delivery. - -
3. Provide expeditious shipping of core list items
4. Will allow for designated JOB1 personnel to be assigned as system administrators to manage and monitor fixed contract pricing and catalog pricing that may result from this proposal.
5. Deliver office supplies to identified location and will pick up any designated returns for return-to-stock processing and account crediting.
6. Provide a means for the JOB1 to track and analyze spending.

The selected Respondent must have experience in the fulfillment, servicing, systems support, reporting, and management of office supplies sales and services.

### **3.1.1 Ordering**

The Respondent shall provide a description of their online ordering service for authorized JOB1 employees and personnel.

JOB1 requires the Respondent to provide 24/7 access via an online ordering portal. The online ordering portal should be accessible to specified representatives throughout the organization.

The Respondent is required to maintain a local (Greater New Orleans) or toll-free number for ordering, inquiries, and customer service. The Respondent should have a process for handling and communicating back-ordered or out-of-stock products.

Order requirements and notifications for Core List items not available should include:

1. Replacement items of equal or better quality at no extra cost
2. Estimated delivery dates for all back-ordered items
3. If an item is on back-order and not available on the purchase date, the buyer placing the order must be notified prior to the purchase and given the option of a replacement item or the anticipated delivery date of the back-ordered item for consideration. If JOB1 is not satisfied with the quality of the replacement product JOB1 must have the right to return the product free of charge, including shipping and handling.

### **3.1.2 Product Returns**

The Respondent shall provide a description of their return processing procedures. The Respondent should arrange for the collection and refund of all items that JOB1 requests to return at no cost to JOB1. Under no circumstances will JOB1 be required to pay a restocking fee to the Respondent for damaged, non-satisfactory replacements, or incorrectly shipped items. If the Respondent intends to charge a restocking fee, please describe in the pricing response. If no restocking fee will be levied, please indicate such. All items returned shall be credited to JOB1



### **3.1.3 Products**

The contract will be split into two (2) categories:

1. Core List:

Items used most by JOB1. Prices should be reflected as either fixed price or fixed discount. The Core List can be found in Attachment A.

- Please note there are 2 lists on Attachment A for the different pricing structures.

Respondents should consider a ZERO minimum order on all Core List items when submitting line-item pricing.

2. Non-Core List:

All items not covered under the Core List that the Respondent offers within their catalog items. This will be a specific discount off of catalog price, the catalog to be inclusive of all Respondent's products except those groups of products specifically excluded below.

- Software
- Computers/Technology
- Furniture

### **3.1.4 Brand Names**

References to brand names or product numbers are intended to be descriptive. If the specific product cannot be supplied by the Respondent, items of equivalent quality will be considered.

Unless a Respondent indicates otherwise, it is understood that the proposer is offering the referenced brand item as specified in the solicitation. JOB1 reserves the right to determine whether a substitute offer is equivalent and may require additional descriptive material.

### **3.1.5 Deliveries**

All deliveries will be made F.O.B. (freight on board) destination as freight pre-paid.

Respondents should assume that all deliveries will be inside deliveries. A designated staff person(s) will receive shipments. Individual orders shall be packaged and labeled to reflect the inside delivery location.

Any damage to the building interior, scratched walls, damage to the freight elevator, etc., will be the responsibility of the Respondent. When damage does occur, it is the responsibility of the Respondent to immediately notify JOB1. The Respondent shall bear the risk of loss or damage to the ordered goods until the goods are delivered to the place of business indicated on the order.

Respondent shall not invoice JOB1 separately for shipping or delivery costs.

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All products must be new and delivered in the manufacturer's standard package. Prices shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents.

Each shipment shall include a packing slip showing the buyer, ordering date, ordering department, the item number; product description, quantity ordered, price per item, quantity shipped, and any back-ordered items, including the expected ship date.

### **3.1.6 Shipping**

The bidders shall indicate their standard and expedited delivery timeframes and applicable shipping charges on Attachment A, as well as indicate in their proposal how occurrences of delays on the Standard Delivery time frame for core list items may be remedied i.e., discount percentage. *If no discount percentage is offered*, Respondents should note this in their proposal.

Vendors shall be held to all anticipated delivery schedules and applicable shipping charges listed on Attachment A.

## **3.2 Funding**

The funding for this project is federal funds from the U.S. Department of Labor for the implementation of a Workforce Innovation and Opportunity act program.

## **3.3 Requirements**

The Vendor shall meet the requirements detailed within this section at a minimum, including samples of invoicing. In addition, vendor will commit to Quarterly monitoring reviews of contract deliverables and invoicing. The successful proponent will be expected to work closely with the organization's stakeholders. Below are several requirements and questions. Please provide clear responses to the below (preferred) or provide reference location within your proposal for EWS review.

### **3.3.1 General RFP Terms and Conditions**

The successful proponent will be expected to work closely with the organization's stakeholders to:

- Assign a dedicated account manager or single point of contact for management, invoicing, and escalations.
- Meet periodically to assess success, address any gaps or technical issues.
- Ensure capability of delivering goods, as needed to meet demand.
- Pricing: Respondents should identify the cost of providing the goods/services described in this RFP.

### **3.3.2 Relationship and Account Management**

This section will include:

- The names, contact information and a brief outline of the principals who would staff your service delivery model.
- Any conflicts of interest that may affect the ability to provide services described in this RFP.

### **3.3.3 Pricing**

Pricing quotes will remain in effect for 60 days, following full RFP submission. Agreed upon pricing shall be firm for the duration of the contract. Should a price increase be warranted, the contracted company will provide an addendum to Equus Workforce Solutions 30 days prior to the effective date, detailing justification for the increase. Any addendums must be approved by Equus Workforce Solutions before implementation.

Invoices should be consistently accurate and reflect true charges incurred by Equus Workforce Solutions. Failure to provide accurate invoices will result in a written warning provided by Equus Workforce Solutions and may ultimately result in termination of the contract.

## **4.0 PROPOSAL SUBMISSION DETAILS**

### **4.1 Submission Instructions**

The Vendor shall submit two (2) electronic copies (pdf and an editable version) of the JOB1 Business and Career Solutions Center Services proposal to the SPOC listed in Section 1.4 on or before the Due Date noted in Section 1.7 of the RFP.

### **4.2 Solutions Proposal**

The Proposal shall include all items detailed below. In addition to the following instructions, responses in the Vendor's Proposal must be able to be directly mapped to the RFP.

The Solutions Proposal shall include the following documents and information in the order specified as follows.

- Title Page
  - Bidder information: Legal entity, Contact, Address, Phone, Email
- Table of Contents
- Executive Summary
  - Provide a brief overview of your company. Include company name, name of parent company, date company was established and company structure (public, private).
  - Briefly describe the nature of all your company's business operations, including operations unrelated to this RFP.
  - What capability and experience does your company possess in providing the required products and/or services?
  - Describe the Best Practices that set you apart from your competition.

- Identify the primary individual(s) and/or staff designated to work on the project, to include contact information: name, address (if different from the legal entity), telephone number, facsimile number, and email address.
- Bid Proposal
  - Pricing for Scope of Work as outlined in 3.0 Scope of Work.
    - Core List-Completion of Attachment A
    - Non-Core List
  - Any Additional Financial Factors
- Three References – Preferably from reputable and established entities similar in ordering size.
- Proof of Workman’s Compensation and Professional Liability insurance.

### 4.3 Rated Criteria

Below is the grading system that Equus will use to evaluate your proposal. For example, while every aspect being graded is important, Account Management would factor more into Equus's decisions than Reporting Capabilities. This is here for your reference.

Category	Weight
Reasonability of Cost	100 points
Ability to reliably provide core list items in Attachment A	25 points
No cost return policy	5 points
Standard Delivery schedule of 5 Business days or LESS	5 points
Expedited delivery schedule of 2 Business days or LES	5 points
<b>TOTAL POINTS</b>	<b>140 points</b>
<b>DBE BONUS</b>	25 points

#### Rated Criteria

Demonstrated Performance History and Ability to Meet Goals – This will include a review of past performance history and goals and objectives including, without limitation, competency, responsiveness, work quality, staffing plan, and the ability to meet performance goals within a defined deadline.

Technical Requirements – This will include a review of organization’s qualifications—awarding points for experience, and capacity in program management, as documented in program design section. This will also include a review of innovative strategies that will be utilized for engagement and recruitment.

Pricing – The Selection Committee will then evaluate and rank responsive Proposals on Price. This will include a review of the Price Proposal’s Service Line estimates on an individual basis. A Proposer may receive the maximum points, a portion of this score, or no points at all, depending upon the merit of its Price Proposal, as judged by the Selection Committee in

accordance with FAR 15.301:

## 5.0 PROPOSAL EVALUATION

As a Contractor to the Federal Government, Equus has adopted FAR 15.301 as guidance for Proposal evaluation. As per the FAR regulation, Equus will evaluate the proposals in alignment with the following:

“(a) Proposal evaluation is an assessment of the proposal and the Contractor’s ability to perform the prospective contract successfully. An agency shall evaluate competitive proposals and then assess their relative qualities solely on the factors and sub-factors specified in the solicitation. Evaluations may be conducted using any rating method or combination of methods, including color or adjectival ratings, numerical weights, and ordinal rankings. The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file.

(1) Cost or price evaluation. Normally, competition establishes price reasonableness. Therefore, when contracting on a firm-fixed-price or fixed-price with economic price adjustment basis, comparison of the proposed prices will usually satisfy the requirement to perform a price analysis, and a cost analysis need not be performed. In limited situations, a cost analysis (see [15.403-1\(c\)\(1\)\(i\)\(B\)](#)) may be appropriate to establish reasonableness of the otherwise successful Contractor’s price. When contracting on a cost-reimbursement basis, evaluations shall include a cost realism analysis to determine what the Government should realistically expect to pay for the proposed effort, the Contractor’s understanding of the work, and the Contractor’s ability to perform the contract. (See [37.115](#) for uncompensated overtime evaluation.) The contracting officer shall document the cost or price evaluation.

(2) Past performance evaluation.

(i) Past performance information is one indicator of a Contractor’s ability to perform the contract successfully. The currency and relevance of the information, source of the information, context of the data, and general trends in contractor’s performance shall be considered. This comparative assessment of past performance information is separate from the responsibility determination required under [subpart 9.1](#).

(ii) The solicitation shall describe the approach for evaluating past performance, including evaluating Contractors with no relevant performance history, and shall provide Contractors an opportunity to identify past or current contracts (including Federal, State, and local government and private) for efforts similar to the Government requirement. The solicitation shall also authorize Contractors to provide information on problems encountered on the identified contracts and the Contractor’s corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the Contractor’s past performance. The source selection authority shall determine the relevance of similar past performance information.

(iii) The evaluation should consider past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.

(iv) In the case of a Contractor without a record of relevant past performance or for whom information on past performance is not available, the Contractor may not be evaluated favorably or unfavorably on past performance.

(v) The evaluation should include the past performance of Contractors in complying with subcontracting plan goals for small disadvantaged business (SDB) concerns (see [subpart 19.7](#)).

(3) Technical evaluation. When tradeoffs are performed (see [15.101-1](#)), the source selection records shall include—

- (i) An assessment of each Contractor's ability to accomplish the technical requirements; and
- (ii) A summary, matrix, or quantitative ranking, along with appropriate supporting narrative, of each technical proposal using the evaluation factors.

(4) Cost information. Cost information may be provided to members of the technical evaluation team in accordance with agency procedures.

(5) Small business subcontracting evaluation. Solicitations must be structured to give offers from small business concerns the highest rating for the evaluation factors in [15.304\(c\)\(3\)\(ii\)](#) and (c)(4).

(b) The source selection authority may reject all proposals received in response to a solicitation, if doing so is in the best interest of the Government.

(c) For restrictions on the use of support contractor personnel in proposal evaluation, see [37.203\(d\)](#).

deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file.

## 6.0 TIMELINE

Below are the targets dates and milestones for this RFP.

09/02/2022	RFP Release
09/13/2022	Written Questions Due
09/16/2022	Equus Responses to Questions Due
09/23/2022	Submission Deadline
09/30/2022	RFP Award

***Dates outlined are subject to change***

# ATTACHMENT A: Approximate Yearly Office Supply Order

*(Attachment A can also be viewed and completed in the Excel version provided)*

## EXAMPLE SPREADSHEETS

LEGEND										
<b>Approx Yearly Quantity</b>										
This is the estimated quantity that JOB1 has ordered over the course of a year										
<b>Delivery Time Frame</b>										
On average, how many days from placing an order to on-site delivery at JOB1, for both Expedited and Standard Delivery and what are the charges associated with both.										
<b>Order Minimum</b>										
The order minimum is set as ZERO, JOB1 may order the estimated quantity, over the estimated quantity, or under the estimated quantity based on need.										
ITEM DESCRIPTION	UNIT	APPROX YEARLY QUANTITY	ORDER MINIMUM	UPC CODE	FIXED PRICE	EXPEDITED DELIVERY TIMEFRAME	EXPEDITED SHIPPING CHARGES	STANDARD DELIVERY TIMEFRAME	STANDARD DELIVERY CHARGES	
pressboard classification folder, 2 dividers, 2.5" expansion, letter size, UIGHT BLUE	EACH	10	0		\$12.65	2 BUSINESS DAYS	\$3.50	5 BUSINESS DAYS	\$0.00	
pressboard classification folder, 2 dividers, 2.5" expansion, letter size, YELLOW	EACH	50	0							
Staples Brand moisture resistant pressboard classification folder, 2 dividers, 2.5" expansion, letter size, DARK BLUE	EACH	50	0							
Smead End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, RED	EACH	100	0							
Smead End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, UIGHT BLUE	EACH	100	0							
Reinforced Classification Folder, 2" Expansion, Letter Size, RED	EACH	10	0							
Smead End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, GREEN	EACH	100	0							
Pilot G2 Retractable Gel Pens, Bold Point, Black Ink, 36/Pack	PK	3	0							
Pilot G2 Retractable Gel Pens, Bold Point, Red Ink, Dozen	PK	2	0							
Pilot G2 Retractable Gel Pens, Bold Point, Blue Ink, 36/Pack	PK	3	0							
8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Case	CT	60	0							
Post-It® Page Markers 1/2" x 2", Assorted Colors, 500 Page Markers/Pack	PK	20	0							
Post-It® Sign Here! Message Flags, 5" Wide, Assorted Colors, 120 Flags/Pack	PK	10	0							
1-Subject Notebook, 8" x 10.5", College Ruled, 70 Sheets, Black	EACH	50	0							
Sharpie Tank Highlighter, Chisel Tip, Assorted Colors, Dozen/pack	PK	4	0							
Expo Dry Erase Markers, Fine Tip, Assorted, 6/Pack	PK	6	0							
Swingline 747 Stapler, 20 Sheet Capacity, Black	EACH	5	0							
Swingline Standard Staples, 1/4" Length, 210 Per Strip, 5,000/Box	BOX	5	0							
Pres-a-ply Laser/Inkjet File Folder Labels, 2/3" x 3 7/16", White, 1500 Labels Per Pack	PK	5	0							
0.75"W, Small, Binder Clips, Black, 144/Pack	PK	3	0							
Binder Clips, Medium, Black, 144/Pack	PK	3	0							
BIC PrevaGuard Round Stic Ballpoint Pen, Medium Point, Black Ink, 60/Pack	PK	3	0							
Disinfecting Wipes, 33 Wipes/Canister, 12 Canisters/Case	CT	12	0							
Brother, high yield, 3000 pages, BLACK toner cartridge, TN227BK	EACH	18	0							
Brother, Standard Yield, 1300 pages, CYAN toner cartridge, TN223C	EACH	12	0							
Brother, Standard yield, 1300 pages, MAGENTA toner cartridge, TN223M	EACH	12	0							
Brother, Standard yield, 1300 pages, YELLOW toner cartridge, TN223Y	EACH	12	0							
Cannon L37, Standard Yield, BLACK toner cartridge	EACH	3	0							
Sticky Notes, 3" x 3" Assorted color, 100 Sheets/Pad, 12 Pads/Pack	PK	20	0							
Pop-up Notes, 3" x 3", assorted color, 90 Sheets/Pad, 12 Pads/Pack	PK	10	0							
Notepads, 5" x 8", Narrow, 50 Sheets/Pad, 12 Pads/Pack	PK	10	0							
TRU RED® 5 Piece Wire Mesh Organizer Set, Matte Black (T157540)	EACH	5	0							
TRU RED® Claw Staple Remover, Black, 3/Pack	PK	2	0							
Disposable Masks/2000/box	BOX	15000	0							

ITEM DESCRIPTION	UNIT	APPROX YEARLY QUANTITY	ORDER MINIMUM	UPC CODE	FIXED DISCOUNT PRICE	EXPEDITED DELIVERY TIMEFRAME	EXPEDITED SHIPPING CHARGES	STANDARD DELIVERY TIMEFRAME	STANDARD DELIVERY CHARGES	
pressboard classification folder, 2 dividers, 2.5" expansion, letter size, UIGHT BLUE	EACH	10	0							
pressboard classification folder, 2 dividers, 2.5" expansion, letter size, YELLOW	EACH	50	0		10%	3 BUSINESS DAYS	\$4.00	6 BUSINESS DAYS	\$2.00	
Staples Brand moisture resistant pressboard classification folder, 2 dividers, 2.5" expansion, letter size, DARK BLUE	EACH	50	0							
Smead End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, RED	EACH	100	0							
Smead End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, UIGHT BLUE	EACH	100	0							
Reinforced Classification Folder, 2" Expansion, Letter Size, RED	EACH	10	0							
Smead End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, GREEN	EACH	100	0							
Pilot G2 Retractable Gel Pens, Bold Point, Black Ink, 36/Pack	PK	3	0							
Pilot G2 Retractable Gel Pens, Bold Point, Red Ink, Dozen	PK	2	0							
Pilot G2 Retractable Gel Pens, Bold Point, Blue Ink, 36/Pack	PK	3	0							
8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Case	CT	60	0							
Post-It® Page Markers 1/2" x 2", Assorted Colors, 500 Page Markers/Pack	PK	20	0							
Post-It® Sign Here! Message Flags, 5" Wide, Assorted Colors, 120 Flags/Pack	PK	10	0							
1-Subject Notebook, 8" x 10.5", College Ruled, 70 Sheets, Black	EACH	50	0							
Sharpie Tank Highlighter, Chisel Tip, Assorted Colors, Dozen/pack	PK	4	0							
Expo Dry Erase Markers, Fine Tip, Assorted, 6/Pack	PK	6	0							
Swingline 747 Stapler, 20 Sheet Capacity, Black	EACH	5	0							
Swingline Standard Staples, 1/4" Length, 210 Per Strip, 5,000/Box	BOX	5	0							
Pres-a-ply Laser/Inkjet File Folder Labels, 2/3" x 3 7/16", White, 1500 Labels Per Pack	PK	5	0							
0.75"W, Small, Binder Clips, Black, 144/Pack	PK	3	0							
Binder Clips, Medium, Black, 144/Pack	PK	3	0							
BIC PrevaGuard Round Stic Ballpoint Pen, Medium Point, Black Ink, 60/Pack	PK	3	0							
Disinfecting Wipes, 33 Wipes/Canister, 12 Canisters/Case	CT	12	0							
Brother, high yield, 3000 pages, BLACK toner cartridge, TN227BK	EACH	18	0							
Brother, Standard Yield, 1300 pages, CYAN toner cartridge, TN223C	EACH	12	0							
Brother, Standard yield, 1300 pages, MAGENTA toner cartridge, TN223M	EACH	12	0							
Brother, Standard yield, 1300 pages, YELLOW toner cartridge, TN223Y	EACH	12	0							
Cannon L37, Standard Yield, BLACK toner cartridge	EACH	3	0							
Sticky Notes, 3" x 3" Assorted color, 100 Sheets/Pad, 12 Pads/Pack	PK	20	0							
Pop-up Notes, 3" x 3", assorted color, 90 Sheets/Pad, 12 Pads/Pack	PK	10	0							
Notepads, 5" x 8", Narrow, 50 Sheets/Pad, 12 Pads/Pack	PK	10	0							
TRU RED® 5 Piece Wire Mesh Organizer Set, Matte Black (T157540)	EACH	5	0							
TRU RED® Claw Staple Remover, Black, 3/Pack	PK	2	0							
Disposable Masks/2000/box	BOX	15000	0							