



**REQUEST FOR PROPOSAL
For
PURCHASE OF OFFICE SUPPLIES
For
Corporate
Child Care Management Services
Special Nutrition Program
Early Head Start
And Head Start**

**ISSUED BY:
CHILD CARE ASSOCIATES**

Release Date January 4, 2010

**CHILD CARE ASSOCIATES
REQUEST FOR PROPOSAL
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CHILD CARE ASSOCIATES REQUEST FOR PROPOSAL

A. Purpose:

Child Care Associates (CCA) is accepting competitive sealed proposals to contract for the purchase of office and paper supplies for our corporate office, Child Care Management Services, Special Nutrition Program, Early Head Start, and Head Start Programs. The goal of the Request for Proposal (RFP) is to establish a formal procurement process where all solicitations will be open and free to competition, support timely acquisition of materials and supplies with dependable deliveries at the best value. The RFP will be used to select a best value vendor(s) for Office and Paper Supplies. Once a vendor(s) has been selected, Office and Paper Supplies of similar nature and scope that may not have been specifically requested in this RFP may be purchased through the selected vendor(s). Contracted vendor(s) will be expected to provide Office and Paper Supplies in a timely manner as well as provide quality products.

B. Geographic Areas

The current sites, primarily in Tarrant County, to be serviced under this RFP are listed on Attachment titled "Delivery Sites/Addresses". CCA reserves the right to add site locations or change the address of a listed location with 30 days written notice.

C. General Instructions on Proposal Submission:

You must submit all documents outlined in the Checklist for Proposal Submission by the deadline stated below. Failure to do so will cause your proposal to be deemed nonresponsive and it will not be scored.

1. Closing Submission Date

Proposals are due no later than 2:00 PM (CST) on February 4, 2010. Mark outside of the envelope with "**Sealed Proposal-Office and Paper Supplies**" and mail or deliver to:

Child Care Associates
Attention: **Procurement Specialist**
P. O. Box 7935
Fort Worth, Texas 76111

Physical Address:
Attention: **Procurement Specialist**
3000 E. Belknap 1st Floor
Fort Worth, Texas 76111

2. Inquiries concerning this RFP should be directed to the **Procurement Specialist. Communication with any CCA staff regarding this RFP, other than the designated contact person listed, is prohibited. Failure to follow this provision may be grounds for disqualification.** An optional proposers' conference will be held at 10:00 AM on January 11, 2010 at the corporate office of Child Care Associates (physical address listed above). This is an additional opportunity to ask questions, but attendance is not required. Inquires may be mailed to the above address, faxed to 817-831-3768 or emailed to pcloutier@childcareassociates.org. Deadline for receipt of inquiries is 4:00 PM (CST) on January 13, 2010. Questions and Answers for all inquiries (including proposers' conference) will be e-mailed January 14, 2010. **It is the proposer's responsibility to insure that they fully understand the requirements of this RFP.**

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3. Conditions of Proposal

- a) All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the offeror and will not be reimbursed by CCA.
- b) Any proposal received after the specified time of 2:00 PM. (CST) February 4, 2010 will not be considered in the RFP selection and **will be deemed nonresponsive**. E-mailed or faxed proposals will not be accepted. Proposed prices are requested to be firm for CCA acceptance for 60 days from proposal opening and/or contract finalization.
- c) All submissions become the property of CCA and once received, will not be returned either in whole or in part.
- d) CCA reserves the right to reject any and all proposals received in response to this RFP for sound business reasons or if instructions are not followed. CCA also reserves the right to select merchandise that is best suited to our needs. Competitive price quotes will be used, if feasible and appropriate, and if they enable CCA to obtain the highest quality office and paper supplies at the best possible value.
- e) CCA reserves the right to negotiate with the proposer to clarify, explain, or verify any aspect of items submitted in response to this RFP.
- f) CCA reserves the right to waive for technicalities.
- g) Respondent's submission indicates respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by CCA during the scoring process.
- h) Purchases made by CCA are exempt from State sales tax and Federal excise tax. Do not include taxes in proposal.

Unless otherwise indicated, brand names, catalog numbers, or manufacturer's references are descriptive only and indicate type and quality desired. If proposer does not carry the brand indicated, proposals on similar brands of like nature and quality will be considered, but CCA must be able to determine that the item proposed is comparable. If proposing alternate/similar item to item referenced, proposer must show (with a catalog image) manufacturer, brand or trade name, provide product specifications and complete descriptive literature.
- i) Quote F. O. B. destination, including inside delivery.
- j) CCA reserves the right to award multiple contracts. CCA reserves the right to purchase Office Supplies from an alternative vendor or contractor in the best interest of the Company.
- k) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements.
- l) Efforts will be made by CCA to utilize small business and minority owned businesses.
- m) The offeror must have the ability to fill orders and deliver orders segregated by Purchase Order numbers. We will require that purchase order numbers appear on all pages of packing slips and invoices.
- n) CCA reserves the right to terminate resulting contracts prior to the expiration date with thirty (30) days written notice at its sole discretion.
- o) Only companies or individuals properly licensed (if applicable and required) or with adequate experience with the item requested may respond.

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- p) The resulting contracts will be subject to the availability of state and/or federal funds. If funds for the contracts become unavailable during any budget period or CCA is unable to obtain additional funds, the resulting contracts may be immediately terminated or reduced at CCA's discretion without penalty.
- q) CCA shall reserve the right to remove any vendor from the list of selected vendors due to the inability or failure to provide goods and services as described within this original RFP, or if the vendor becomes insolvent or commit acts of bankruptcy.
- r) CCA reserves the right to renew contract(s) with selected vendors from this RFP for a maximum of four years (initial year plus three additional years). The decision to renew each year or release another RFP will be at the sole discretion of CCA.
- s) Modifications to proposal submissions may be made prior to the deadline – February 4th - Submit a complete proposal with instructions to disregard the previous proposal. CCA staff will not remove and substitute pages of any proposals. Modifications cannot be made after deadline.

D. Scope of Work

Child Care Associates is seeking vendor(s) to provide Office and Paper Supplies to our various offices and child care centers primarily in the Tarrant County Area as well as our office in Abilene. **Potential Vendors do not have to bid on all items or categories.** As part of this RFP, potential vendors will use the attached Delivery Sites/Addresses Form. CCA staff is instructed to order supplies only on an as needed basis therefore; orders/deliveries will vary in size and could be a few items or could include several boxes per location. In general, each order is delivered directly to the location that requested the items.

As previously stated, CCA may purchase items of similar scope and nature from the selected vendor(s). In these cases, CCA will request price quotes on the requested items.

E. Descriptions of Office Supplies:

1. It is the expectation of CCA that potential vendors will determine if they have an item that is similar in scope and function to the item on the items list. Prices in the proposed price column should be per item or per unit indicated.
2. Vendors may not list generic brands for the sole purpose of the appearance of lower prices.
3. Please note that due to the structure of the contracts (item prices and item lists will be set and structured) we are seeking vendors that are more customer service oriented rather than sales oriented. Our greatest need is for vendors that can expedite deliveries, insure correct billing of items shipped and assist CCA staff in a timely manner. Although a "Sales Representative" could accomplish this, it would more than likely be accomplished by someone that is aware of your company's internal shipping and billing processes.
4. The proposals will be based on the attachment, labeled "Office and Paper Supply Items List".
5. **The Procurement Specialist will request the proposed prices in a digital format after the due date/time of February 4, 2010 at 2:00 PM. This is in addition to and in support of your hardcopy.**
6. Submit proposals on single sided sheets. Submit the original plus 2 copies of your entire proposal. Include 3 copies of your current catalog and/or pictures of proposed items. Samples in lieu of pictures will not be accepted.

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7. Binder clips or 3-Ring type binders may be used, but are not required. Do not use coil type binding systems or sheet protectors in your proposal.
8. Potential proposers are asked not to volunteer information about other potential proposers either during the scoring process or after vendor selections are made. Potential proposers are required to submit all pages of the items list.
9. Any intentional and/or knowing misrepresentation of facts will be grounds for a proposal to be deemed nonresponsive and/or termination of resulting contract.

F. Office and Paper Supply orders and delivery

1. Contracts will be awarded on a fixed unit price basis. Proposed prices will be in effect throughout the original term of the contract. Any costs or fees not disclosed as part of this proposal will not be paid.
2. Items will be ordered via Purchase Orders.
3. Individual orders will be shipped/delivered directly to site locations listed on the purchase order.
4. Items ordered will vary by category, in quantity and dollar amount.
5. Inside delivery is required and costs for such must be included in your proposal. Driver will be required to stay while order is checked by CCA staff.
6. If a bid number will need to be referenced on purchase orders, our system can only list one bid number.
7. Deliveries should occur within **three (3) days** of receipt of Purchase Order. Backordered supplies shall be delivered within thirty (30) days of receipt of Purchase Order.
8. Contractor will ensure **Order Contact** is notified of all backorders of Office Supplies within 4 (four) days of receipt of Purchase Order.
9. Shipments must include some type of packing/shipping list that staff may use to verify items received. This list must be easily accessible and must reference the purchase order number.
10. Contractor will ensure CCA is notified in a verifiable format (fax, email, or regular mail) of discontinued items and proposed substitutes, if applicable. Substitutions must be approved by the **Procurement Specialist**, in a verifiable format, prior to shipment. Field staff does not have the authority to authorize substitutions.
11. Changes to a Purchase Order, including substitutions, will require a corrected purchase order signed by CCA corporate office.
12. Items are to be invoiced by delivery location.
13. Original invoices are to be sent to:

Child Care Associates
Accounts Payable/PO's
P.O. Box 7935
Fort Worth, Texas 76111-0935

14. Failure to send invoices with the address listed as above will cause delays in payment.
15. A packing list must accompany the delivery.
16. To allow time for receipt and processing of packing slips against invoices, vendors responding to this RFP agree to terms no less than net 30 days.

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17. Vendors will be required to invoice as orders are shipped. Partial shipments are acceptable. Under no circumstances should orders be held. Our funding sources require proof of receipt before invoices may be paid. Therefore, items on backorder must not be invoiced.

G. Scoring Process

1. Proposals will initially be checked to determine if they are responsive. If a proposal is deemed nonresponsive, it will not continue in the scoring process.
2. Proposals that are deemed responsive will then undergo a price analysis.
3. Each of the proposed items will also be reviewed to determine if they are comparable to the item on Office and Paper Supplies Item and Price List.
4. Answers to the Questionnaire will be reviewed to determine if the vendor's business practices are compatible with the requirements of this contract
5. The Required Examples will be reviewed to determine if they are compatible with the requirements of this contract.
6. Do not contact CCA during the scoring process to check on the progress of your proposal or to confirm receipt of your proposal. Vendors needing delivery confirmation will need to arrange such service with their delivery company. If clarification is needed, CCA will contact you using the information listed on your Proposal Cover Sheet. Potential proposers are responsible for insuring that all members of their organization are aware of this requirement.

H. Scoring Weights

Reasonableness of Cost	28%
Capability for Accurate Orders & Prompt Delivery	25%
Ability to Provide Personalized Customer Service	20%
Business Practices of Potential Vendor	25%
Certified HUB	2%

I. Tie Proposals, Best and Final Offers (BAFO) and Reciprocity:

Awards on tie proposals will be made in accordance with Title 1 Part 5 TAC Section 113.6 (b) (3) and 113.8 (preferences). Texas statute requires that proposals from respondents who reside in states that grant resident proposer preference(s) for that state's purchases will be evaluated in the same manner when proposing against a Texas respondent. In other words, the State of Texas reciprocates and grants Texas respondents the same preferences granted by other states to their resident respondents. Procurements funded with federal funds will employ federal regulations regarding tied proposals. CCA may use a Best and Final Offers (BAFO) format on tie proposals and/or to make final determinations of best value.

J. Contract Award Process

Public opening will be held February 4, 2010 at 2:05 PM. at 3000 E. Belknap, Fort Worth, Texas.

After the opening of proposals, an award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification or on the basis of negotiation with any of the Respondent's at CCA's sole option and discretion.

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K. Notification of Awards

It is anticipated that selection of the successful vendor(s) will be made by February 22, 2010 but may be made prior to that date at the discretion of CCA. However, if unforeseen circumstances are encountered, CCA also reserves the right to delay the selection to insure the best value vendor is selected. Initial term of contract(s) will be for one year beginning in approximately March 2010 through February 2011. Contract(s) may be renewed each year at the sole discretion of CCA for an additional three (3) years maximum. Only vendors that are able to demonstrate that they can provide quality services in a timely manner will be considered for renewal. Any extensions shall be at the same terms and conditions plus any approved changes. Requests for price increases will be reviewed on an item-by-item and case-by-case basis. Requests must include supporting documentation for the increase. If approved, increases will be included in the renewal.

L. Requirements for Contract Execution:

Once a vendor has been selected, they will be sent an acceptance letter as well as required forms regarding lobbying and debarment. Contract Execution is contingent on the required forms being signed and returned with the signed contract.

M. Grievance Procedures

The grievance procedures are provided as an attachment to the RFP.

N. Proposal Cover Sheet Requirements

The Proposal Cover Sheet is provided as an attachment and **is required** as part of the proposal submission. This will be the top sheet of your proposal submission. **An original signature is required on this form.** Please note that the cover sheet may require additional documentation if it is applicable to your company.

O. Affirmations Form Requirements

The Affirmations Form is provided as an attachment and **is required** as part of the proposal submission. **An original signature is required on this form** (if multiple copies of proposal packet are requested, the signature on the forms in the “original” packet must be original, not photocopied).

P. Questionnaire

The Questionnaire is provided as an attachment and **is required** as part of the proposal submission. CCA anticipates receiving many proposals. For this reason, the Questionnaire has been structured to expedite the scoring process. Potential proposers are to answer the Questionnaire in the order that the questions are posed. Answers are to be clear, concise and should be worded as if the person reading the response does not have first-hand knowledge of your day-to-day operations. If responses cannot fit in the space provided, potential proposers may list the numbered responses in a word document. It is not necessary to restate the question if you use this format. If a question does not pertain to your company, please respond with “N/A”.

DO NOT...

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- Use a Power Point type format and numerous sheets and/or slick brochures to answer questions.
- Answer questions (unless exceptions are indicated as part of the question) with statements such as “Refer to page XX of our catalog”, etc. Again, due to the number of responses

anticipated that must be scored in a predetermined time frame, the scoring committee will not be able to search through supplemental documents to find answers.

Potential proposers that do not answer the Questionnaire in a clear and concise manner will be deemed nonresponsive.

Q. References Form Requirements

Please provide four (4) business references that have purchased \$50,000 from you within the last 12 months. Include: company name; address; phone and fax numbers; contact name and an email address. **Non-profit references are preferred.**

R. Required Examples:

- a. Example of Packing Slip(s) for large order.
- b. Example of Invoice(s) for large order (one PO number). If your company is using one form that serves both purposes, please indicate that on the form.
- c. Merchandize pick up or return document
- d. Credit memo
- e. Address of your internet web site, and if necessary dummy login code, so web site may be reviewed during scoring process.
- f. Four copies of your current catalog
- g. Pictures of proposed items not in your catalog

You may submit “dummy” invoices and/or packing slips. If you are a current or former CCA vendor, you may submit a reprint/copy of a CCA invoice or packing slip. We are interested to see the type of forms (regular paper or NCR, etc) actually used even if they are blank.

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GRIEVANCE PROCEDURES

A. Definition

1. A grievance is defined as and limited to an alleged improper interpretation, application, or violation of an individual's terms and conditions regarding the Request for Proposal/Bid/Information or Request for Proposal/Proposal (RFP, RFB, RFI or RFP, IFP) process. Note that appealing because a proposal was submitted past the deadline or required information was omitted is not considered a valid grievance.
2. A "party of interest" is the person or persons making the appeal and any person whom might be required to take action or against whom action might be taken to resolve the claim.
3. Workdays are those days when administrative offices are scheduled to be open.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting individuals. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure.

It is the policy of this agency to respond promptly to any grievances which may arise.

C. Procedure – General

1. Failure by the Administration at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
2. The time limits specified may be extended by mutual agreement and shall be exclusive of discretionary leave and scheduled vacation.
3. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

D. Action and Appeal

Level 1

The grievance must be discussed with the Procurement Specialist within three (3) calendar workdays after the individual(s) first knew or should have known of the event or series of events causing the grievance. Failure to resolve the matter at issue, then the aggrieved shall present the grievance in writing proceeding to Level 2.

Level 2

If the outcome of the conference at Level 1 is not to the individual's satisfaction, the individual(s) must submit a grievance in writing to the appropriate division Vice-President within seven (7) calendar workdays.

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The grievance shall specify:

- a. A description of the action being appealed
- b. A citation of the law or regulation allegedly violated that forms the basis of the appeal.
- c. A thorough explanation of the appeal.
- d. An original signature by the appealing organization's authorized representative.

Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. No exception will be made to an appealing organization that does not file their appeal within the published deadline.

The document shall contain all points to be included in the grievance. Facts not contained in the document may be introduced at appeal levels and in the procedure only with consent of all parties of interest.

The meeting shall be held within seven (7) calendar workdays or at a mutually agreed time, after the appropriate Vice-President receives the request to discuss the complaint.

The Vice-President will then investigate the matter fully and render a decision as soon as practicable, not to exceed five (5) days.

Level 3

If the grievance is not resolved to the individual's satisfaction at Level 2, then the individual may appeal to the President/CEO in writing within seven (7) calendar workdays. The decision of the President/CEO will be final.

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PROPOSAL COVER SHEET

All items of the Proposal Cover Sheet must be completed and this item becomes the first sheet of the proposal to be returned to Child Care Associates.

Legal name of Business/Organization: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Physical Address: _____

City: _____ State _____ Zip _____

Contact Person: _____ Title: _____

Telephone: _____ Fax: _____

Email Address: _____

Tax/Legal Status:

☐ Public ☐ Sole Proprietorship ☐ Partnership
☐ Corporation ☐ Not For Profit ☐ Other

If corporation please submit State Corporation certification. If nonprofit, please submit certification of nonprofit status, if applicable.

Date Business Established: _____

State Controller ID Number (if available): _____

Federal Taxpayer ID Number: _____

Is proposer certified as a historically underutilized business*? ☐ Yes ☐ No
Is your company currently in default on any loan/financing agreement with any financial institution or other entity? ☐ Yes ☐ No

*** If yes, include HUB certificate directly behind this sheet.**

Signature of person legally authorized to make this agreement. Signature equals agreement to RFP terms.

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AFFIRMATIONS

1. Respondent agrees to all terms and conditions set forth in this RFP document.
2. Respondent has not given, does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a CCA employee or agent in connection with the submitted proposal.
3. Respondent is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or is exempt from the payment of such taxes, or is not subject to the Texas Franchise Tax, whichever is applicable.
4. Respondent confirms that none of the individuals listed as owning at least 25% of the business are currently delinquent on child support payments.
5. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the Contract that may result from this RFP.
6. Respondents must comply with all rules, regulations and statutes relating to purchasing in the State of Texas and/or US Government in addition to the requirements of this form.
7. CCA will not be bound by any oral statement or representation contrary to any written specifications related to this RFP.
8. The respondent agrees to protect CCA and the State of TX and/or US Government from claims involving infringement of patents or copyrights. Any submitted materials that contain copyrights must be accompanied by release documentation if respondent does not hold copyright.
9. The respondent has not assisted CCA (or any of its staff) in any way in the preparation of the specifications for this RFP.
10. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the Contract that may result from this RFP.
11. Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances. Respondent agrees to comply with all rules, regulations and statutes relating to purchasing in the State of Texas and/or the US Government.
12. Respondents confirm that no money from this contract will be used for political lobbying.
13. Respondents confirm that they have not been debarred from applying for contracts.

Signature of person legally authorized to make this agreement.

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QUESTIONNAIRE

1. Describe the process for notifying customers of back ordered and discontinued items.
2. Describe your customer service program. Include processes for resolving order issues (shortages, wrong item received). How will receipt of items that were short or exchanged be documented? Who handles issues or questions regarding orders? What is the average timeframe for resolution of order issues? Will we have a dedicated representative?
3. Is there a minimum quantity or minimum dollar amount that must be ordered? If yes please list the minimum requirements.
4. Describe the system you have in place that will insure that only shipped items are billed. Describe system you have in place to insure taxes will not be included on invoices.
5. Describe your billing process and payment terms. Include information on how your invoices are generated (i.e. electronically from shipping information or manually)?
6. Describe your system for issuing and notifying CCA of credits for returns. What is your policy for items that are over ordered in error?
7. *An item on backorder that was not shipped has accidentally been invoiced.* Describe the steps that CCA would need to take to get this resolved. Include timeframe for resolution of billing issues
8. Describe your warranty/guarantee policy on merchandise purchased. Include procedures for handling damaged merchandise and items received with missing parts.
9. Describe your company's ability to fulfill orders in a timely manner at proposed price. Deliveries must occur between 8:30 AM and 5:00 PM. If several items were ordered, on the same day, by every location describe your ability to deliver those orders.
10. Are there any items that would be an exception to #9? If yes, which items?

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11. On average, what percentage of items on an order will be backordered?
12. Describe your company's experience providing services and support to nonprofit companies.
13. Describe anything about your product line that sets you apart from other vendors.
14. Describe any discounts offered on products, not included on the items list, but featured in your catalog.
15. Will there be items exempt from the discount and if so which products?

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DELIVERY SITES/ADDRESSES

Corporate Office/Head Start 3000 E. Belknap Street Fort Worth, TX 76111	West Central TX CCPO 400 Oak Street Abilene, TX 79604	Tarrant County CCMS 2804 Race Street Fort Worth, TX 76111	
Arlington I CCC 243 1825 Grace Street Arlington, TX 76010	Abram CDC 219 1901 E. Abram Street Arlington, TX 76013	East Arlington 217 2150 Browning Arlington, TX 76010	Reagan CDC 232 3200 Reagan Fort Worth, TX 76116
Arlington II CCC 249 525 Browning Arlington, TX 76010	Ash Crescent CDC 202 1027 Ash Crescent Fort Worth, TX 76104	East Fort Worth CDC 225 5565 Truman Drive Fort Worth, TX 76112	River Oaks CDC 231 4907 Ohio Garden Road Fort Worth, TX 76114
Blanche CCC 248 2900 Stalcup Fort Worth, TX 76105	Azle CDC 230 1325 South East Parkway Azle, TX 76020	Ellis CDC 246 3620 Modlin Avenue Fort Worth, TX 76107	Rosedale CDC 210 5304 E. Rosedale Fort Worth, TX 76105
North Fort Worth CCC 242 901 N.W. 30 th Street Fort Worth, TX 76106	BT Williams CDC 213 4800 S. Riverside Drive Fort Worth, TX 76119	Englewood CDC 209 3430 Fitzhugh Street Fort Worth, TX 76105	Rosedale EHS 203 5312 E. Rosedale Fort Worth, TX 76105
Southside CCC 245 959 E. Rosedale Fort Worth, TX 76104	Carson CDC 229 2800 Carson Street Haltom City, TX 76117	Forest Hill CDC 212 6901 Forest Hill Drive Fort Worth, TX 76140	Rosedale V 234 4244 E. Rosedale Fort Worth, TX 76105
Diamond Hill CDC 211 2412 Salisbury Street Fort Worth, TX 76106	Circle Park CDC 226 1519 Circle Park Fort Worth, TX 76106	Fuller CDC 228 800 W. Fuller Fort Worth, TX 76115	Southside HS 227 4230 E. Rosedale Fort Worth, TX 76105
Northside CDC 204 1901 Harrington Street Fort Worth, TX 76106	Como CDC 224 4900 Horne Street Fort Worth, TX 76107	G. Gragg CDC 233 2400 E. First Street Fort Worth, TX 76111	Station 12 CDC 244 2410 Prospect Fort Worth, TX 76106
Clara Harden CDC 214 2409 Louisiana Street Fort Worth, TX 76104	Diamond Road 236 2526 Diamond Rd. Fort Worth, TX 76106	Hillcrest CDC 207 2950 Roosevelt Avenue Fort Worth, TX 76106	Tucker CDC 216 1521 W. Tucker Blvd. Arlington, TX 76013
Tom Rickard CCC 250 3006 Schwartz Avenue Fort Worth, TX 76106	Mid-Cities CDC 220 500 N. Main Eules, TX 76039	Linda-Kay CDC 218 824 Oakwood Avenue Hurst, TX 76053	White Settlement CDC 235 728 Comal St. White Settlement, TX 76108
Mansfield CDC 223 1011 E. Broad Street Mansfield, TX 76063		Worth Heights CDC 208 3551 New York Fort Worth, TX 76110	

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REFERENCES**

Please complete all the contact information below for at least four (4) business references your company currently has contracts with to provide goods of equal type and scope (Over \$50,000 purchased or 4 largest contracts).

Contact Name	
Title	
Name of Organization	
Address	
Phone Number	
Fax Number	
E-mail	
Purchases in 2009	

Contact Name	
Title	
Name of Organization	
Address	
Phone Number	
Fax Number	
E-mail	
Purchases in 2009	

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REFERENCES CONTINUED

Contact Name	
Title	
Name of Organization	
Address	
Phone Number	
Fax Number	
E-mail	
Purchases in 2009	

Contact Name	
Title	
Name of Organization	
Address	
Phone Number	
Fax Number	
E-mail	
Purchases in 2009	

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T. CHECKLIST FOR PROPOSAL SUBMISSION

Include the following, as listed, in your proposal packet.

- ☐ Signed Proposal Cover Sheet (Include requested certificate(s) if applicable)
- ☐ Signed Affirmations Form
- ☐ Office and Paper Supply Items List with pricing (Hardcopy)
- ☐ Questionnaire
- ☐ References (4)
- ☐ Required Examples:
 - Packing slip;
 - Invoice;
 - Merchandise pick up;
 - Credit Memo
- ☐ Proof of liability insurance
- ☐ Website address and log in
- ☐ Copies (4) of Current Catalogs and pictures of proposed items not in catalog.
- ☐ Submit one original and three (3) full copies of your proposal.
- ☐ Outside of envelope marked "Sealed Proposal-Office and Paper Supplies"

Return only the pages of this RFP packet requested above.

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U. RFP TIMELINE

Release Date	January 4, 2010
Proposers' Conference	January 11, 2010@ 10:00 AM
Inquiries Due	January 13, 2010@ 4:00 PM
Inquiries & Answers Released	January 14, 2010
Proposals Due	February 4, 2010 @ 2:00 PM
Public Opening	February 4, 2010 @ 2:05 PM
Contract Award	February 22, 2010

Office and Paper Supply Items List						Alternate Brand					
Catalog Page	ITEM	Brand Currently Used	Item Number	Unit of Measure	Proposed Price Per Unit		Catalog Page	Alternate Brand	Item Number	Unit of Measure	Proposed Price Per Unit
	WRITING										
	Pens Black Easy Touch Retractable Med Pt	Pilot	PIL 32220	DZ							
	Pens Blue Easy Touch Retractable Med Pt	Pilot	PIL 32221	DZ							
	Pens Red Easy Touch Retractable Med Pt	Pilot	PIL 32222	DZ							
	Easy Touch Retractable Refills	Pilot	PIL 77227	EA							
	Pens Ultra Fine Flair	Papermate	PAP 83101	DZ							
	Pens Flair Felt Tip	Papermate	PAP 84101	DZ							
	Pens Black G2 Gel Fine	Pilot	PIL 31020	DZ							
	Pens Blue G2 Gel Fine	Pilot	PIL 31021	DZ							
	Pens Red G2 Gel Fine	Pilot	PIL 31022	DZ							
	Refill - Black Gel G2 Fine Pack of 2	Pilot	PIL 31031	PK							
	Refill - Blue Gel G2 Fine Pack of 2	Pilot	PIL 31032	PK							
	Pencils #2	Universal	UNV 55400	PK							
	Mechanical Pencils	Papermate	PAP 30301	DZ							
	Pencil Lead .7mm	Universal	UNV 52907	12/Tube							
	Highlighter Multi Color Pack Pen Style	Avery	AVE 23565	PK							
	Highlighter Yellow Pen Style	Avery	AVE 23591	DZ							
	Markers Black Marks A Lot	Avery	AVE 08 888	DZ							
	Markers Blue Marks A Lot	Avery	AVE 08 886	DZ							
	Markers Red Marks A Lot	Avery	AVE 08 887	DZ							
	Markers Green Marks A Lot	Avery	AVE 08 885	DZ							
	Sharpie Fine Point Extra Fine Black	Sanford	SAN 30001	DZ							
	Sharpie Fine Point Extra Fine Red	Sanford	SAN 30002	DZ							
	Sharpie Fine Point Extra Fine Blue	Sanford	SAN 30003	DZ							
	Sharpie Fine Point Extra Fine Green	Sanford	SAN 30004	DZ							
	Clic Eraser	Pentel	PEN ZE22A	EA							
	Eraser Refill	Pentel	PEN ZER 2	PK							
	Correction Tape/White Out	Universal	UNV 75602	2/PK							
	FILING										
	Manilla Folders 8 1/2 X 11 1/3 cut tabs	Universal	UNV 12113	BX							
	Manilla Folders 8 1/2 X 11 1/5 cut tabs	Universal	UNV 12115	BX							
	Hanging Folders 8 1/2 X 11	Universal	UNV 14115	BX							
	Hanging File Folders Colored	Pendaflex	ESS 415215 ASST	BX							
	Expandable File Pocket Folders 5 1/2"	Smead	SMD 73234	BX							
	Expandable File Heavy Duty Front 5 1/2"	Smead	SMD 73274	BX							
	Pressboard Folders 8 1/2 X 11	Pendaflex	ESS 9200T 13	BX							

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	File Folders Red Rope	Smead	SMD 14075	BX							
	File Expansion Pockets Yellow 3.5"	Smead	SMD 73233	EA							
	Top Tab File Pockets Yellow	Smead	SMD 73243	EA							
	Pocket Folders 2 Pocket Letter size	Duo Tang	ESS57538	BX							
	Burgundy Pocket Folders	Pendaflex	ESS 53441	BX							
	Gray Classification Folder	Universal	UNV 10272	BX							
	Dividers 5 tab	Avery	AVE11110	PK							
	Dividers 8 tab	Avery	AVE 11112	PK							
	Swiftabs Self adhesive Tabs White	Avery	AVE 22211	PK							
	Dividers Leather Style (Jan - Dec)	Avery	AVE 25 181	PK							
	Index Maker Dividers (5 Tab Clear) #11436	Avery	AVE11436	PK							
	Index Maker Dividers (8 Tab Clear) #11437	Avery	AVE11437	PK							
	Teal File Folders 8 1/2 X 11 (1/5 cut tabs)	Smead	SMD 10291	BX							
	BINDING										
	Staples	Universal	UNV 79000	BX							
	Electric Stapler Cartridge	Swingline	SWI 69495	EA							
	Stapler	Swingline	SWI 54501	EA							
	Ultimate Staple Remover	Swingline	SWI 38121	EA							
	Staple Puller	Universal	UNV 00700	EA							
	Paper Clips Regular	Universal	UNV 72210	PK							
	Paper Clips Jumbo	Universal	UNV 72220	PK							
	Binder Clips Mini	Acco	ACC 72010	BX							
	Binder Clips Small	Universal	UNV 10200	BX							
	Binder Clips Medium (12 per case)	Universal	UNV 10210	BX							
	Binder Clips Large	Universal	UNV 10220	BX							
	Tape Transparent 3/4"	MMM	MMM 5910341296	EA							
	Tape Removable 3/4"	MMM	MMM 811121296	EA							
	Tape Mailing	MMM	MMM 50	EA							
	Single Roll Tape Dispenser	MMM	MMM C38 BK	EA							
	Two Roll Tape Dispenser	MMM	MMM C22	EA							
	Glue Stick	UNV	UNV 75749	EA							
	Spiral Binding Spines 5/16" (Navy)	GBC	GBC4011185	BX/100							
	ProClick Spiral Binding 1/2" (black)	GBC	GBC2514703	BX/100							
	Binder Report Cover (Navy) 8 1/2 X 11	General Binding	GBC2000503	BX/100							
	Binding Clear Report Covers	General Binding	GBC 20 000 36	BX/100							
	Punchless Binders (Black)	Acco	ACC 42521	EA							

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	Punchless Binders (Red)	Acco	ACC 42528	EA							
	PR Report Binders (Blue)	Universal	UNV 20501	EA							
	3 Ring Binder 1"	Universal	AVE 03301	EA							
	3 Ring Binder 2"	Universal	AVE03501	EA							
	3 Ring Binder 3"	Universal	UNV 20791	EA							
	Hanging Dublok Ring Binder (Blue)	Wilson Jones	WLJ 390 14 BL	EA							
	Pressboard 91/2x11 Unburst Shts Mst Grn	Acco	ACC 54115	EA							
	BOXES & ENVELOPES										
	Envelopes (No Logo) #9 Gummed Flap	Mead Westvaco	WEV CO115	BX							
	Envelopes (No Logo) #10 Gummed Flap	Mead Westvaco	WEV CO125	BX							
	Side Clasp Envelope (9 x 12) (100)	Quality Park	QUA 38090	BX							
	Clasp Envelopes 9 X 12 (100)	Quality Park	QUA 37890	BX							
	Clasp Envelopes 10x13 (100)	Universal	UNV 35267	BX							
	Clasp Envelopes 6 X 9 (100)	Quality Park	QUA 37855	BX							
	Coin Envelopes (500)	Quality Park	QUA 50160	BX							
	Storage Box Fellowes Data Pak (BO)	Fellows	FEL 00648	CTN/12							
	Storage Box FELLOWES	Fellows	FEL 00771	EA							
	PAPER PRODUCTS										
	Avery Labels #5351	Avery	AVE 5351	BX							
	Avery Labels #2162	Avery	AVE 2162	BX							
	Avery Labels #5162	Avery	AVE 5162	BX							
	Avery Labels #5164	Avery	AVE 5164	BX							
	Avery Labels #2160	Avery	AVE 2160	BX							
	Avery Labels #5160	Avery	AVE 5160	BX							
	Avery Labels #8660	Avery	AVE 8660	BX							
	Avery Labels #5267	Avery	AVE 5267	BX							
	Avery Labels #5630	Avery	AVE 5630	BX							
	Avery Labels #5366	Avery	AVE 5366	BX							
	Avery Note Cards #5315	Avery	AVE 5315	BX							
	Permanent Adhesive Labels 3 1/3 X 4	Universal	UNV 80108	BX							
	Letra Tag Paper Labels	Pendaflex	ESS 91330	EA							
	Post It Notes 1.5X2	MMM	MMM 6539YW	PK							
	Post It Notes Small 3X3 Pop Ups	MMM	MMM R3306AQ	PK							
	Post It Notes Small 3X3	MMM	MMM 6549YW	PK							
	Post It Notes Medium 3X5	MMM	MMM 6559YW	PK							
	Post It Notes Medium (lined) 3X5	MMM	MMM 635YW	PK							

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	Post It Notes Large 4X6	MMM	MMM 659YW	PK							
	Post It Notes Large (lined) 4X6	MMM	MMM 6609	PK							
	8 1/2 X 11 lined pads	Tops	TOP 7533	DZ							
	Legal pads	Tops	TOP 7573	DZ							
	Steno pads	Tops	TOP8001	EA							
	Easel board pads	Tops	UNV35601	CTN/2							
	Post It Easel Board Pads	MMM	MMM 559	CTN/2							
	Note pads 4 X 6	Ampad	UNV35614	PK							
	Message pads carbonless book	Tops	TOP 4008	BK							
	Message pads carbonless book	Tops	TOP 4006	BK							
	MISCELLANEOUS										
	Adding Machine/Calculator Ribbon	Nukote	NUK BR80C	EA							
	Adding Machine Paper 150 ft. 2 1/4"	Universal	PMC08835	BX							
	Batteries AA	Duracell	E91BP4	PK							
	Batteries AAA	Duracell	E92BP4	PK							
	Batteries C	Duracell	DUR PC1400 1	EA							
	Batteries 3 Volt Lithium	Duracell	DUR DL2032B	EA							
	Calendar Wall	At A Glance	AAG PM3 28	EA							
	Calendars Base (Desk)	At A Glance	AAG E17 00	EA							
	Calendar Refills	At A Glance	AAG E717 50	EA							
	Cleaner Screen and Keyboard	Read Right	REA RR1250	PK							
	Cleaner Phone (Foil Wrapped singles in Tub)	Read Right	REA RR1303	TUB							
	Disk - IBM format double sided	Imation	IMN 12881	BX							
	Disk/CD Pockets	Fellows	FEL 58333	EA							
	Drawer Organizer	Eldon	ELD 45706	EA							
	In/Out Trays	Eldon	RUB 16001	EA							
	Lysol Spray	Lysol	RAC 74276	EA							
	Namebadges	Universal	UNV 56003	BX							
	Petty Cash Slips	Universal	UNV 03389	PK							
	Receipt Books	Tops	TOP 46808	EA							
	Replacement Ink Roller Date Stamper	Pendaflex	ESS 47001	PK							
	Ruler	Universal	UNV 59021	EA							
	Sheet Protectors Non Glare		UNV21129	BX							
	Shredder Bags Large	Fellows	FEL 36056	BX							
	Shredder Bags Small	Fellows	FEL 36052	BX							
	Signature Flags (Red Arrow)	MMM	MMM 684RDSH	EA							

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	Sortkwik (Fingertip Moistener)		LEE 10050	EA							
	Standard Post It Flags	MMM	MMM 680BE2	PK							
	Thumb Tacks	Universal	UNV 51002	BX							
	Toner - Printer HP LaserJet 1200/1220	HP	HEW C7115A	EA							
	Toner - Printer HP Laser Jet 4000/4050	HP	HEW C4127A	EA							
	Toner - Printer HP 2100 Series	HP	HEW C4096A	EA							
	Toner - Printer HP LaserJet 6P Type 03A	HP	HEW C3903A	EA							
	Toner - Fax Ricoh type 300	Ricoh	RIC 887680	EA							
	Toner - Fax Panasonic	Panasonic	IVR 732024010	EA							
	Toner - Fax Mita MIP 2400 V85	Mita	MTA37093011	EA							
	Toner - Brother	Brother	TN 430	EA							
	Toner - Copier Canon NP 6045 cartridge	Canon	NPG14	EA							
	PAPER										
	Paper - White 20# (8 1/2" X 11")	XEROX	XER3R2047	CS							
	Paper - White Color Copy (8 1/2" X 11")	Hammermill	HAM 102467	RM							
	Paper - Blue (8 1/2" X 11")	Hammermill	HAM 103309	RM							
	Paper - Pink (8 1/2" X 11")	Hammermill	HAM 103382	RM							
	Paper - Canary (8 1/2" X 11")	Hammermill	HAM 103341	RM							
	Paper - Green (8 1/2" X 11")	Hammermill	HAM 103366	RM							
	Paper - Goldenrod (8 1/2" X 11")	Hammermill	HAM 103168	RM							
	Paper - Orchid (8 1/2" X 11")	Universal	UNV 11212	RM							
	Paper - Salmon (8 1/2" X 11")	Universal	UNV 11210	RM							
	Paper - Ivory (8 1/2" X 11")	Hammermill	HAM 103176	RM							
	Paper - Gray (8 1/2" X 11")	Hammermill	HAM 102889	RM							
	Paper - White 3 Hole (8 1/2" X 11")	Hammermill	HAM162032	CS							
	Paper - Lavender (8 1/2" X 11")	Hammermill	HAM 103770	RM							
	Paper - Cherry (8 1/2" X 11")	Hammermill	HAM 102210	RM							
	Paper - White 20# (8 1/2" X 14")	HAMMERMILL	HAM 162016	RM							
	Paper - Canary (8 1/2" X 14")	Universal	UNV 11221	RM							
	Paper - Blue (8 1/2" X 14")	Universal	UNV 11222	RM							
	Paper - White Color Copy (11" X 17")	Hammermill	HAM 102541	RM							
	Card Stock - White (8 1/2" X 11")	Hammermill	HAM 186340	RM							
	Card Stock - Red Brite Hue 24# (8 1/2" X 11")	Hammermill	HAM 101337	RM							

CHILD CARE ASSOCIATES

RFP for Paper & Office Supplies Questions and Answers

- ◆ It appears usage by line item is not provided on your spreadsheet. Can you update your spreadsheet and resend with this data?
 - No. Total spent with our current vendor in 2009 - \$122,801.
 - Attached is a list provided by our current vendor for 18 months June 2008 to December 2009
- ◆ Is this (RFP) list inclusive of your total spend or is this a Core List?
 - The list sent with the RFP is a Core List which will be scored for price and compatibility.
- ◆ Do you know your On Core vs. Off Core Split?
 - No.
- ◆ Do you have a list of the items you have purchased? Is it more than the Core list? Usage per item?
 - Attached is a list provided by our current vendor for 18 months June 2008 to December 2009
- ◆ What percentage of items is on the Core list?
 - That is not clear, nor can it be provided.
- ◆ Can the current vendor give a breakdown of the Core items?
 - Not at this time.
- ◆ What is the dollar value of an average order?
 - In 2009, the average order was more than \$350.00
- ◆ Do you have a need for access to a retail store?
 - No. This would not be helpful.
- ◆ To what extent is inside delivery?
 - In each childcare center delivery is to the office. At the corporate office deliveries will be expected on all four floors particularly if there are cartons of paper. At Race Street there is usually only one location, except in the case of a paper delivery when it is 3 locations – all ground floors. In Abilene there is only one location, but it is on the 3rd floor (with elevator access).

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- ◆ Does the driver need to wait for all items to be checked in?
 - No, but we expect the driver to wait for a signature on the packing list.
- ◆ Will there be multiple vendor awards?
 - In the past we have had only one office and paper supplies vendor. Although the RFP says that multiple contracts may be awarded this would make the process more cumbersome, therefore less likely.
- ◆ The total of \$122,801 – does that refer to 12 or 18 months?
 - This total is for 1 year – 12 months.
- ◆ How much furniture was purchased in the past 12 months?
 - Hopefully you can glean this from the 18 month list. We have no actual data that can be reported about the purchase of furniture.
- ◆ Would it benefit CCA to know what and how much you are buying?
 - Yes.
- ◆ Will the contract be mandated throughout the organization?
 - Absolutely.
- ◆ What is the order process? Will it, can it be over the internet?
 - At this time we will not pursue the internet idea.
 - In most cases a written order is emailed from a location to their contact at the corporate office. The contact assembles these items into purchase orders and enters them as requisitions. The requisitions are moved along through the respective approvers and finally into the Finance Department for a review, printing of the PO and a signature. The hardcopy of the PO is given to the department that requests the items and they are responsible for faxing the order to the vendor.
- ◆ Which financial software are you implementing?
 - Sage MIP. MIP = Micro Information Products
- ◆ What percentage of the orders comes from the centers?
 - In 2009, about 15%.
- ◆ Would CCA consider a delivery fee for orders that do not meet a minimum dollar value?
 - This would be difficult to score if other vendors did not charge a fee. It is your choice.

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- ◆ Does CCA have any green initiatives? Could orders be combined to meet minimum requirements?
 - At this time CCA has no green initiatives per se. We are doing some recycling, but our resources are limited. It is possible orders could be combined, but we cannot guarantee it.
- ◆ Do you have purchasing requirements due to your funding sources? Does CCA have mixed funding sources?
 - Our purchasing requirements are to follow the federal and state guide lines for open and fair competition. Yes, our funding sources are a mixture of federal, state, county and private funds.
- ◆ Does CCA have other approved office supply vendors?
 - We have only one vendor for office and paper supplies. The state contracts have approved vendors, but it is not efficient for CCA to use them.
- ◆ Is CCA open to looking at other categories of items that may be bundled into this procurement, i.e.: printing, break room supplies or promotional items?
 - No. It would be preferable to keep this procurement uncomplicated with the possible exception of promotional items. We already have contracts in place for break room supplies and printing.
- ◆ When other contracts expire would CCA be willing to look at adding new categories to this contract – printing, break room supplies and promotional items.
 - We could add a Proposer to a list of interested parties to bid when present contracts expire.
- ◆ Would it make a difference if the vendor managed it?
 - No.
- ◆ When the other contracts come due can office supply vendors respond to those bid opportunities?
 - Yes. Vendors may ask to be informed of other procurements.
- ◆ The RFP says that prices must remain for one year, what happens after that?
 - At the end of the contract year an expiration letter is sent out asking if you have any changes (prices, substitutions) you wish to be made to the contract. These must be submitted in writing along with written documentation from your supplier. These will be considered and approved or not as necessary.
- ◆ If the contracted vendor has price increases with a year what is their recourse?
 - They will not be considered until then end of the contract year.

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- ◆ Can you allow a contracted vendor to increase prices within a contract year so that the bid does not have to overly compensate for “possible” increases?

- No.

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- ◆ Are substitutions allowed?

- You may quote an alternative brand of a comparable quality for your proposal. Once the contract is signed, however, substitutions can only happen with the approval of the Finance Department.

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- ◆ Will catalog images suffice for photographs of items?

- Yes.

- ◆ Can a different quantity be quoted? For example if the list says “each”, but the vendor only sells by the dozen, can a dozen be quoted?

- No. The quantities indicated correspond to the way they are used. Please do not quote a dozen if one each is requested, nor the price per each in a package of 12.

- ◆ What are examples of service requirements?

- Simple order process that meets CCA requirements
 - CCA requires quick delivery
 - A signed receiving ticket
 - Accurate and timely invoicing
 - As few backorders as possible and follow up as needed
 - Simple return processes
 - A single Account Rep for issues and information
 - An appointed Accounts Receivable contact
 - Any other requirement stated in this RFP
 - Timely resolution to customer service or billing issues

- ◆ What kind of delay is there between the “internal customer” request and when the vendor receives a purchase order?

- This may be a few days to 2 weeks, but could be much longer depending upon how quickly the request moves through the approval system. A request may be postponed rather than denied. From the date of the “printed” purchase order, the vendor should have the PO in hand within a day.

- ◆ Would CCA consider an online ordering system that would still go through all levels for approval?

- Not at this time. We may look at that kind of an option once we are more familiar with our new financial software which is set to go live March 1st.

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- ◆ Is Sage MIP capable of working with an online system?
 - This information was requested from the software provider. The answer will be forwarded as soon as it is available.
- ◆ Is CCA willing to look at an online ordering system?
 - Not at this time. See above.
- ◆ CCA's spending has been reduced in the last year; will it remain at the \$122,000 level? Go up? Go down?
 - We will be more carefully monitoring our spending therefore we do not anticipate an increase.
- ◆ Will the current budget impact the office and paper supplies budget line?
 - The CCA budget is by program/department rather than line items, therefore some programs or departments have heavier requirements for office and paper supplies than others.
 - As above, CCA will be carefully monitoring spending with the intention of getting best value for our funding dollars.

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