



Invitation for bid AEPA IFB #018-A Technology Catalog

Part B – Specifications *NO BID SECURITY REQUIRED*

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1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials, equipment and labor to all participating member states (up to 26) necessary to:

- a. Respond to request from a number of different types of educational, governmental and public institutions seeking a full house catalog of technology products, supplies, equipment and services with the ability to provide national coverage plan and to provide next-day shipments to Agencies and their members.
- b. Provide discount pricing on all products offered through their current catalog.
- c. Provide a wide variety of technology products including, but not limited to, computers, peripherals, software, projection devices, printers, computer supplies, and related equipment, supplies and services. The diversity of the participating public agencies requires a broad choice of options.
- d. Offer their entire catalog of available products at a discount from the current published price schedule for public agencies; superior customer support and services are required.
- e. Provide Member Agencies and their customers with catalogs and a website that lists products and prices for quick ordering.

2. Type of Bid

This bid is considered a:

| YES | NO | TYPE OF BID |
|-----|----|--|
| √ | | CATALOG: A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing. |
| | √ | LINE ITEM: A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing. |

3. Anticipated AEPA Member Agency Participation

| State | Participate? Yes/No/ Undecided | Other States Member Sells In | Est. 1 st Year Purchase Volume | % Growth for Year 2-4 |
|---------------|--------------------------------------|---------------------------------|--|--------------------------|
| California | | AZ,NV | | |
| Colorado | Yes | | \$8,200,000 | 10% |
| Connecticut | Yes | MA,ME,NH, NY, RI,VT | \$1,500,000 | 10% |
| Florida | Yes | AL,GA | \$3,000,000 | 5% |
| Indiana | Yes | | \$5,081,259 | 2% |
| Iowa | Yes | IL,SD | \$3,800,000 | 10% |
| Kansas | Yes | OK | \$9,000,000 | |
| Kentucky | Yes | AL,GA,LA,MS, NC,SC,TN,WV | \$2,000,000 | 2% |
| Massachusetts | Yes | | \$200,000 | 5% |
| Michigan | | | | |
| Minnesota | Yes | SD | \$6,000,000 | 3% |
| Missouri | | AR,IL,LA,SD | | |
| Montana | Yes | ID | \$50,000 | 10% |
| Nebraska | Yes | | \$1,000,000 | 1% |
| New Jersey | | | | |
| New Mexico | Yes | | \$10,000,000 | 2% |
| North Dakota | Yes | | \$500,000 | 3% |
| Ohio | Yes | | \$15,000,000 | 3% |
| Oregon | | | | |
| Pennsylvania | Yes | DE,HA, MD,NY, | \$5,000,000 | 5% |
| Texas | Yes | | \$1,500,000 | 10% |
| Virginia | | | | |
| Washington | Yes | AK,ID | \$20,000,000 | 5% |
| West Virginia | Yes | | \$100,000 | 5% |
| Wisconsin | | | | |
| Wyoming | Yes | SD,UT | 80,00.00 | 5% |
| Total | 19 | | \$91,931,259 | |

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

6. Standard Specifications

| Item | Description |
|------|---|
| 6.1 | The Vendor Partner will have access to a full inventory of the awarded product line. |
| 6.2 | The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level. |
| 6.3 | Orders must be shipped next day after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere. |
| 6.4 | Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract. |
| 6.5 | All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request. |
| 6.6 | If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers. |
| 6.7 | Optional services must be identified separately, and must include clear descriptions of proposed services. |
| 6.8 | Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract. |

| Item | Description |
|------|---|
| 6.9 | Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions. |
| 6.10 | Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name. |
| 6.11 | Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders. |
| 6.12 | All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned. |
| 6.13 | Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable). |
| 6.14 | Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering. |
| 6.15 | Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician. |
| 6.16 | Vendor Partner must have a 24-hour toll-free order fax line. |
| 6.17 | If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error. |
| 6.18 | Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made. |
| 6.19 | Orders that are \$50.00 or more shall include free shipping. Vendor Partner shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States. |

7. Product | Category Specific Specifications

| Item | Description |
|-------|--|
| 7.1.1 | Vendor partner shall provide a broad based line of at least 100,000 line items in available inventory in at least the majority of the commodity categories listed in the scope of bid. |
| 7.1.2 | Vendor Partner shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features must include: product lookup showing contract price; ability to set purchasing authorization limits; ability to download order and invoice history reports; ability to view quotes and convert to orders; view past orders; tracking packages from the site as well as invoices; request returns online; ability of purchasing agents to monitor all purchasing performed by the member. |
| 7.1.3 | The Vendor Partner agrees that full refund, credit, and/or exchange will be granted to any defective-on-arrival (DOA) merchandise, if reported within thirty (30) days of receipt of the order. If orders are received when school is not in session (spring break, summer vacation, and Christmas break), the thirty (30) days will be extended for a reasonable period of time. |
| 7.1.4 | Due to the nature of direct mail-order business, Member Agencies will require a single contact for problem solving. The Vendor Partner agrees to assign a dedicated senior-level contract manager (one authorized to make decisions) to the Member Agency account. This employee will have a complete copy and must have working knowledge of the contract. |

Hardware Requirements

| Item | Description |
|-------|--|
| 7.2.1 | Computers including desktop, laptop and tablets from major computer manufacturers shall be bid. This includes operating systems for Apple, Windows and Chrome. |

| Item | Description |
|--------|---|
| 7.2.2 | Laser, inkjet and 3D printers, including multifunction and large format printers, memory, etc. shall be bid. |
| 7.2.3 | Computer peripherals including storage, monitors, web cameras, speakers, keyboards, cases, mice, memory, graphic cards, card readers, graphics pen tablets and laptop charging stations, etc. shall be bid. |
| 7.2.4 | Tablet accessories including cases, stands, keyboards, protective screens, stylus, cables, etc. shall be bid. |
| 7.2.5 | Computer backup equipment and solutions shall be bid. |
| 7.2.6 | Computer storage media including, but not limited to, optical, flash drives, compact flash, etc. shall be bid. |
| 7.2.7 | Ink, toner and print supplies, including OEM and after-market, shall be bid. |
| 7.2.8 | Digital still and video cameras, with related accessories, shall be bid. |
| 7.2.9 | Computer and audio-visual cables shall be bid. |
| 7.2.10 | Networking products including servers, wireless, routers, switches, hubs, rack mounting equipment, surge suppressors, battery backup, test equipment, etc. shall be bid. |
| 7.2.11 | Audio equipment and peripherals including mixers, PA systems, recorders, headsets, microphones, speakers, etc. shall be bid. |
| 7.2.12 | Multimedia monitors and projectors including peripherals such as mounting hardware, screens, cases, DVD, Blu-ray and 4K players, 3D glasses, replacement lamps, etc. shall be bid. |
| 7.2.13 | Whiteboards, both projection and interactive flat panel, and document cameras shall be bid. |
| 7.2.14 | Calculators and accessories shall be bid. |
| 7.2.15 | Complete bar-coding solutions shall be bid from major manufacturers. |
| 7.2.16 | Robotics and Virtual Reality (VR) products shall be bid. |

Software Requirements

| Item | Description |
|-------|--|
| 7.3.1 | Major software publisher programs shall include licensing, media and full packaged products. Academic discounts must be applied when available. Major software publishers including but not limited to: Microsoft, Adobe, Filemaker, Inspiration, Symantac. Pricing shall include licenses, media and full package products. |
| 7.3.2 | Software packages shall include, but not be limited to the following: desktop publishing, image processing, 3D graphics, CAD, clip art, graphics, multimedia, website development, database, utilities, security, anti-virus, encyclopedia and educational titles. |

Technology Furniture

| Item | Description |
|-------|--|
| 7.4.1 | Technology related furniture including but not limited to computer tables, podiums, multi-media, laptop, tablet, presentation carts and computer storage/charging carts. |

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)

Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:

- F.1 Catalog Discount (Required)
- F.2 Price Schedule (Required)
- F.3 Services Price Schedule (Optional)
- F.4 Volume Discounts (Optional)

See Form E. for detailed pricing instructions.