



REQUEST FOR PROPOSAL
RFP#SC20240507

Office Supplies

RFP Timeline	
RFP Issue Date:	May 7, 2024
Deadline for Respondent Questions to MSU:	May 15, 2024, 5:00 pm Eastern
MSU Answers to Respondent Questions	May 22, 2024
RFP Response Due Date:	Jun 7, 2024, 5:00 pm Eastern
Estimated Contract Award	TBD, 2024

RFP Contact	
Name:	Hatice Yalcindag
Email:	yalcinda@msu.edu
Phone:	517-884-6157

DESCRIPTION: Michigan State University (the “**University**” or “**MSU**”) is soliciting proposals through this Request for Proposal (“**RFP**”) for the purpose of establishing a contract to facilitate the procurement of office supplies, related products and services. The requested products and services are more thoroughly described under the Scope of Work Section of this RFP. Firms intending to respond to this RFP are referred to herein as a “**Respondent**” or “**Supplier.**”



PROPOSAL INSTRUCTIONS

- PROPOSAL PREPARATION.** The University recommends reading all RFP materials prior to preparing a proposal, particularly these Proposal Instructions. Respondents must follow these Proposal Instructions and provide a complete response to the items indicated in the table below. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFP within the proposal. Include the Respondent's company name in the header of all documents submitted with your proposal.

Document	Description	Response Instructions
Cover Page	Provides RFP title and number, important dates, and contact information for MSU	Informational
Proposal Instructions	Provides RFP instructions to Respondents	Informational
Respondent Information Sheet	Contained on the Excel Spreadsheet, and contains Respondent's Company and Contact Information, and Experience	Respondent must complete Tab 2a: Supplier Information of the Excel Spreadsheet and submit by proposal deadline
Scope of Work	Describes the intended scope of work for the RFP	Respondent must review the Scope of Work Section of this RFP and complete Tab 2a: Supplier Information of the Excel Spreadsheet and submit by proposal deadline
Pricing	Describes the intended pricing structure for goods and services sought by the University through this RFP	Respondent must review the Pricing Section of this RFP and complete Tab 2b Core SKU Bid Sheet, Tab 2c – Category Discounts, and Tab 2d - Volume Discounts and Rebate of the Excel Spreadsheet and submit by proposal deadline
Master Service Agreement	A separate Microsoft Word document that provides legal terms for a contract awarded through this RFP	Deemed accepted by Respondent unless information required in Section 9 of these RFP Instructions is submitted by proposal deadline
Excel Spreadsheet	A separate Excel Spreadsheet that contains fillable fields for Respondent to complete	Respondent must complete the Excel Spreadsheet and submit by proposal deadline

- EXPECTED RFP TIMELINE.**

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3. **CONTACT INFORMATION FOR THE UNIVERSITY.** The sole point of contact for the University concerning this RFP is listed on the Cover Page. Contacting any other University personnel, agent, consultant, or representative about this RFP may result in Respondent disqualification.
4. **QUESTIONS.** Respondent questions about this RFP must be submitted electronically by email to the contact listed on the cover page of this RFP. In the interest of transparency, only written questions are accepted. Answers to all questions will be sent to Respondents via email. Submit questions by referencing the following: (i) Question Number, (ii) Document Name, (iii) Page Number, and (iv) Respondent Question. Please refer to **Section 2** above for the deadline to submit questions.
5. **MODIFICATIONS.** The University may modify this RFP at any time. Modifications will be sent via email. This is the only method by which the RFP may be modified.
6. **DELIVERY OF PROPOSAL.** The Respondent must submit its proposal, all attachments, and any modifications or withdrawals electronically via email to the contact listed on the cover page of this RFP. The Respondent should submit all documents in a modifiable (native) format (examples include but are not limited to: Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the Respondent may also submit copies of documents in PDF. Respondent's failure to submit a proposal as required may result in disqualification. The proposal and attachments must be fully uploaded and submitted prior to the proposal deadline. **Do not wait until the last minute to submit a proposal.** The University **may not** allow a proposal to be submitted after the proposal deadline identified in the Cover Page, even if a portion of the proposal was already submitted.
7. **MANDATORY MINIMUM REQUIREMENTS.** The RFP may contain minimum qualifications, which will be identified as "**Mandatory Minimum Requirements**" in the Scope of Work Section of this RFP. If the RFP does contain mandatory minimum requirements, any proposal not meeting these minimum requirements **will be deemed non-qualified and will not be considered.** All proposals meeting these mandatory minimum requirements will proceed for review and evaluation consistent with **Section 8, Evaluation Process.**
8. **EVALUATION PROCESS.** The University will evaluate each proposal based on each Respondent's ability to provide the required services, taking into consideration the overall cost to the University inclusive of price, total cost of ownership /platforming, risk analysis, adherence to contract terms, service & support, and catalog technical capabilities & onboarding costs. The University may require an oral presentation of the Respondent's proposal; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process.

The following criteria will be considered in determining the awarded supplier:

Criteria	Weight
Price inclusive of Total Cost of Ownership	50 %
Supplier Risk	15 %
Adherence to contract terms	15 %
Service level and support	10 %
Catalog technical capabilities	10 %



9. **MASTER SERVICE AGREEMENT.** The University strongly encourages strict adherence to the terms and conditions set forth in the Master Service Agreement. The University reserves the right to deem a proposal non-responsive for failure to accept the Master Service Agreement. Nevertheless, the Respondent may submit proposed changes to the Master Service Agreement in track changes (i.e., visible edits) with an explanation of the Respondent's need for each proposed change. Failure to include track changes with an explanation of the Respondent's need for the proposed change constitutes the Respondent's acceptance of the Master Service Agreement. General statements, such as "the Respondent reserves the right to negotiate the terms and conditions," may be considered non-responsive.
10. **CLARIFICATION REQUEST.** The University reserves the right to issue a Clarification Request to a Respondent to clarify its proposal if the University determines the proposal is not clear. Failure to respond to a Clarification Request timely may be cause for disqualification.
11. **RESERVATIONS.** The University reserves the right to:
 - a. Disqualify a Respondent for failure to follow these instructions.
 - b. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the University's subsequent receipt and evaluation of your proposal does not commit the University to award a contract to you or anyone, even if all the requirements in the RFP are met.
 - c. Consider late proposals if: (i) no other proposals are received; (ii) no complete proposals are received; (iii) the University received complete proposals, but the proposals did not meet mandatory minimum requirements or technical criteria; or (iv) the award process fails to result in an award.
 - d. Consider an otherwise disqualified proposal, if no other proposals are received.
 - e. Disqualify a proposal based on: (i) information provided by the Respondent in response to this RFP; or (ii) if it is determined that a Respondent purposely or willfully submitted false or misleading information in response to the RFP.
 - f. Consider prior performance with the University in making its award decision.
 - g. Consider total-cost-of-ownership factors (e.g., transition and training costs) when evaluating proposal pricing and in the final award.
 - h. Refuse to award a contract to any Respondent that has outstanding debt with the University or has a legal dispute with the University.
 - i. Require all Respondents to participate in a Best and Final Offer round of the RFP.
 - j. Enter into negotiations with one or more Respondents on price, terms, technical requirements, or other deliverables.
 - k. Award multiple, optional-use contracts, or award by type of service or good.
 - l. Evaluate the proposal outside the scope identified in **Section 8, Evaluation Process**, if the University receives only one proposal.
 - m. Utilize third parties to assist in the evaluation process, provided such parties are subject to confidentiality requirements.
12. **AWARD RECOMMENDATION.** The contract will be awarded to the responsive and responsible Respondent who offers the best value to the University, as determined by the University. Best value will be determined by the Respondent meeting any mandatory minimum requirements and offering the best combination of the factors in **Section 8, Evaluation Process**, and price, as demonstrated by the proposal. The University will email a **Notice of Award** to all Respondents. A Notice of Award does not constitute a contract, as the parties must reach final agreement on a signed contract before any services can be provided. The awarded Respondent is prohibited from partnering with losing bidders unless the RFP



specifically allows for such arrangement, and any violation of this prohibition may result in disqualification of the awarded Respondent.

- 13. GENERAL CONDITIONS.** The University will not be liable for any costs, expenses, or damages incurred by a Respondent participating in this solicitation. The Respondent agrees that its proposal will be considered an offer to do business with the University in accordance with its proposal, including the Master Service Agreement, and that its proposal will be irrevocable and binding for a period of 180 calendar days from date of submission. If a contract is awarded to the Respondent, the University may, at its option, incorporate any part of the Respondent's proposal into the contract. This RFP is not an offer to enter into a contract. This RFP may not provide a complete statement of the University's needs, or contain all matters upon which agreement must be reached. Proposals submitted via email are the University's property.
- 14. FREEDOM OF INFORMATION ACT.** Respondent acknowledges that any responses, materials, correspondence or documents provided to the University may be subject to the State of Michigan Freedom of Information Act ("FOIA"), Michigan Compiled Law 15.231 *et seq.*, and may be released to third parties in compliance with FOIA or any other law. Questions about the Respondent's own performance can be directed to the RFP Contact indicated on page 1 of this document. Questions about the overall evaluation and any other post-award inquiries must be submitted via a formal FOIA request to the [Michigan State University FOIA office](#).



University Procurement and Logistics
MICHIGAN STATE UNIVERSITY

RESPONDENT INFORMATION SHEET

*On the attached Excel Spreadsheet, the respondent must complete Column F of **Tab 2a: Supplier Information** for the following: (a) Contact Information, (b) Respondent Background Information, (c) Experience(s).*



SCOPE OF WORK

*Based on Respondent's review of this **Scope of Work Section**, on the attached Excel Spreadsheet, Respondent must complete Column F of Tab 2a: **Supplier Information** for the following: (a) Mandatory Minimum Requirements; (b) Distribution Information; and (c) Additional Supplier Questions.*

1. Background.

Michigan State University (MSU) is a Research One higher education institution of 70,000 students, faculty and staff based in East Lansing, MI.

The MSU 2030 Strategic Plan lays out an ambitious vision for the future of Michigan State University, including commitments to sound financial stewardship. As part of this plan, MSU is taking action to achieve third-party spend savings, build long-term relationships with strategic partners, and reinvest in the university mission.

2. Mandatory Minimum Requirements

- a. MSU's branded, e-commerce shopping portal for its end-users, Spartan Marketplace, utilizes the SAP Business Network catalog platform. Consequently, Supplier must be able to integrate with SAP Ariba, including the following functionality:
 - i. Searchable SKUs within MSU's Core SAP Ariba Catalog
 - ii. Supplier punch-out catalog linked to MSU SAP Ariba
 - iii. Ability to limit access to specific subcategories (e.g., laptops) in the punch-out catalog
 - iv. Ability to recommend specific SKUs in catalogs
 - v. Ability to invoice MSU via cXML or EDI through the SAP Business Network
- b. Supplier must be able to deliver directly to MSU University Procurement and Logistics (166 Service Rd, East Lansing, MI 48824).
- c. Supplier must be able to offer a minimum rebate of 4% on aggregate spend.

3. Scope of Work.

This RFP covers office supplies purchased by MSU, with an average total spend of approximately \$2 million¹ per fiscal year. MSU will use the answers from this RFP to assess Respondents in order to choose a strategic supplier of office supplies to support our transition to consolidate spend following MSU's implementation of SAP Ariba.

MSU intends to work closely with the selected supplier to consolidate spend, streamline operations, and pursue continuous improvement. MSU is a publicly-funded, land-grant university that must prioritize

¹ MSU does not commit to a specific amount of expenditure within a defined period. The annual averages provided are merely indicative of past volumes. MSU retains the right to spend at its own discretion.



responsible use of funds, and it expects the selected supplier to support this effort. The selected supplier should provide MSU with the most competitive pricing and volume discounts in the market.

MSU is open to lower-cost alternatives that match the quality level of the items listed. Also, MSU is open to purchasing at optimized volume with fewer shipments and most competitive pricing, since items can be stored in a central warehouse in East Lansing, MI before being distributed across campus.



PRICING

*Based on Respondent's review of the this **Pricing Section**, on the attached Excel Spreadsheet, Respondent must complete **Tab 2b, 2c, and 2d**. All quotes and final contract will be in USD.*

Tab 2b. Core SKU Bid Sheet

On the attached Excel Spreadsheet is a list of approximately 100 high use items. The respondent should complete Columns G-N.

Core item content and pricing will be renegotiable annually. If items become discontinued, upon mutual agreement, replacements for such discontinued items will be at the same price or better.

If the requested item indicated in Columns D-F is not available, the respondent can offer an alternate product and note so in Column N (Comments).

Tab 2c. Category Discount Structure

On the attached Excel Spreadsheet, the respondent should complete Column E on category discount structure for the respondent's full line catalog across product groups. The discount structure should be based on a discount from published list price. No exceptions should be made to the discount from published list (e.g., no floors, cost plus pricing)

The University reserves the right to request the entire catalog file for categories discounts to use for auditing, including but not limited to the following:

- Vendor's catalog number for ordering
- Manufacturer Name
- Manufacturer catalog number if different than the Vendor Catalog number
- Product Description
- Ordering unit of measure
- List Price (Manufacturer List Price or Vendor's Catalog List Price)
- Contract Discount percentage
- Unit Price
- Indicator / reference for respondent's discount category

Tab 2d. Volume Discounts and Rebate

On the attached Excel spreadsheet, the respondent should complete Columns F-H on any additional discounts or rebates available such as growth, shipment, annual spend, etc.

Note that MSU requires a **4% minimum annual rebate** from all suppliers.



MASTER SERVICE AGREEMENT

(attached as separate Word Document)

The MSA is attached as a separate Microsoft Word Document. Please refer to Section 9 of the RFP Instructions when reviewing the Master Services Agreement terms and conditions.