



**INVITATION FOR BID NUMBER AEPA IFB #010-B-TECHNOLOGY CATALOG**

**TECHNOLOGY CATALOG**

**PART B – SPECIFICATIONS**

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**1. IFB Goal**

1.1 The general goal of this IFB is to establish multi-state purchasing contracts for the participating AEPA agencies located in 22 member states with one or more full house catalog suppliers of technology products, supplies, equipment and services.

**2. IFB Intent**

2.1 The intent of the specifications and expectations enumerated within this IFB is to allow AEPA member agencies and their clients to have as an option the highest quality, most complete and comprehensive product line of technology products, supplies, equipment and services available to meet their individual program’s needs and requirements, at cooperative purchasing volume discount pricing.

2.2 It is further the intent of the AEPA to award a contract and/or multiple contracts to the best responsible Offeror(s) meeting specifications and qualifications, provided the response to the IFB has been submitted in accordance with the requirements of these procurement documents. The AEPA shall have the right to waive any informality or irregularity in any response to the IFB received and to accept the IFB which, in the group’s judgment, is in its own best interest. We also reserve the right to advertise for a new IFB where the acceptance, rejection, waiving, or re-award will be based on, but not necessarily limited to, the following:

- 2.3.1 Adherence to all requirements of the IFB specifications as proposed herein.
- 2.3.2 Knowledge of the Offeror in terms of past performance of the products and services to include market place success in the AEPA states.
- 2.3.3 Ability to service and meet or exceed the current and future needs or requirements of the AEPA member agency's clients geographically located in all 22 states as defined.
- 2.3.4 Completeness of information provided in response to this IFB.
- 2.3.5 Financial standing, capacity and bond rating of the Offeror.
- 2.3.6 Nature and extent of company data furnished upon request of AEPA.
- 2.3.7 Evaluation of the quality of products and services offered and proven track record.
- 2.3.8 Overall ability of products and services offered to meet, comply and fulfill the needs and requirements of individual clients within the 22 states.
- 2.3.9 General reputation and experience of the Offeror and its delivery network from a national perspective.
- 2.3.10 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the Agencies and individual members within the 22 AEPA member states with the type and level of assistance and support required for AEPA member agencies to offer their clients a complete and comprehensive cooperative procurement option.
- 2.3.11 Offeror's ability to communicate and demonstrate it and its distribution network understanding of the types, level and quality of products and services requested, the expectations and various current and future needs and requirements of the AEPA member agency's clients.
- 2.4 A response to this IFB is an offer and commitment to contract with participating AEPA agencies based upon the terms, conditions, scope of service and specifications contained and referenced in this bid. The awarded Vendor(s) will be required to deliver products, supplies, equipment and services proposed in its response and accepted by AEPA to all qualified AEPA member agency clients as applicable to the award and in accordance with the pricing established for each state and the specific terms, conditions, and other applicable laws that are applicable to each state. In the event that the awarded Vendor and AEPA are not able to come to an agreement with regard to an executable contract, AEPA reserves the right to recommend rejecting the awarded Vendor and making the award to the second or more responsive Vendor(s).

### **3. Scope of Bid**

AEPA agencies are seeking a contract for one or more full house catalog vendor(s) of technology products, supplies, equipment and services with the ability to provide a national coverage plan and to provide next-day shipments to Agencies and their members. The successful vendor(s) will provide discount pricing on all products provided by said provider. The vendor(s) selected will have a wide variety of technology products including 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. Vendor(s) are requested to offer their entire catalog of available products at a discount from the current published schedule for public agencies. Superior customer support and services are required. The vendor(s) must provide Agencies and their members with catalogs and a web page that lists products and prices for quick ordering

**4. Type of Bid**

YES	NO	TYPE OF BID
√		<b>CATALOG:</b> A catalog bid shall have established percentage discounts from catalog list or published prices or price list. The discounts may be for the entire catalog or for specific product or manufacturer categories. Prices may change based on manufacturer's price changes and new products may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. The AEPA Bid Oversight Committee should be aware of any changes as they are made.
	√	<b>LINE ITEM:</b> A line item bid shall be identified as specific line items that prices are requested for in the bid documents. Vendors may only request adjustments to the prices once a year at the time of renewal at the December AEPA meeting and must submit a written request to the AEPA Bid Oversight Committee in November for any changes in pricing. The request must document why the prices changes are warranted such as based on raw material cost, etc. Vendor may also submit new products or technologies to be added to the current bid at this time pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership.

**5. Anticipated Member Agency Participation**

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$20,000	Montana	Yes	\$25,000
Colorado	Yes	Unknown	Nebraska	Yes	\$45,000
Connecticut	No		New Jersey	Yes	\$250,000
Florida	Yes	\$200,000	New Mexico	Yes	\$500,000
Indiana	Yes	\$50,000	North Dakota	Yes	\$50,000
Iowa	Yes	\$25,000	Ohio	Yes	Unknown
Kansas	Yes	\$10,000	Oregon	Yes	\$50,000
Kentucky	Yes	Unknown	Pennsylvania	No	
Michigan	Yes	Unknown	Virginia	Undecided	
Minnesota	Yes	\$500,000	Washington	Yes	\$3,000,000
Missouri	Yes	\$100,000	Wyoming	Yes	\$100,000
			Total estimated known first year purchase volume:		\$4,925,000

- 5.1. Please note that the above stated indication interest of indication in participation in any contract awarded under this solicitation does not guarantee or mean that the individual AEPA Agency will enter into a contract with any AEPA approved Offeror. Each AEPA Member Agency will make that determination after reviewing offeror 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 through four (2-4). This information is provided as an aid to Offerors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful Offeror's discount and pricing schedule shall apply regardless of the volume of business under the contract.

## 6. Glossary of Terms

**Agencies:** Member Cooperatives of the AEPA. A current listing of member cooperatives is available at [www.aepacoop.org](http://www.aepacoop.org)

## 7. Special Terms and Conditions

The following are in addition to the applicable standard terms and conditions.

### Requirements:

- 7.1 Vendor 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.
- 7.2 Vendor 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 schools.
- 7.3 Orders shall be shipped within 48 hours after receipt of order 90% of the time. The participating entity shall be notified by the vendor if product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.
- 7.4 Price changes, if required, will be allowed only if public verified price list is superseded, revised or changed after the contract award. The vendor may pass on the applicable price increase or decrease to the agency, provided written notice has been submitted along with the identified price list(s) and priced catalog(s) to the agency for review and written approval, prior to implementation of the price changes. The awarded discount structure must remain firm.
- 7.5 All products sold by the bidder must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if requested. Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and at the web site.
- 7.6 The vendor agrees that full refund, credit, 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.
- 7.7 Due to the nature of direct mail-order business, Agencies will require a single contact for problem solving. The bidder agrees to assign a dedicated senior-level contract manager (one authorized to make decisions) to the Agency member account. This employee will have a complete copy and must have working knowledge of the contract.

- 7.8 If there are shipping charges, this must be clearly identified in the bid.
- 7.9 Bidder 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. A 24-hour toll-free order fax line is required.
- 7.10 If vendor makes an error in pricing (typographical or photographic error, for example), Agency members reserve the right to return the product. The vendor agrees to pay for cost of any returned product due to a pricing error.
- 7.11 Pricing must be a percentage discount from manufacturers' suggested list price or percentage up from cost, whichever provides lower pricing for the Agency.

## **8. Product Specifications**

### **8.1 Hardware**

#### **Requirement:**

- 8.1.1 Brand name items shall be bid from computer/printer hardware manufacturers including, but not limited to; Apple, Dell, Digital, Canon, NEC, Toshiba, Texas Instruments, HP, Microsoft and other Intel based computers and systems.
- 8.1.2 Computer peripherals, accessories, and related equipment bid shall include all manufacturers "optional" products and extended warranties.
- 8.1.3 Complete bar-coding solutions shall be bid from major manufacturers.
- 8.1.4 Video and audio, graphics processors and digital converters shall be bid.
- 8.1.5 Digital still and video cameras and related peripherals, software and accessories shall be bid. Flash card storage should also be offered in sizes ranging from 2GB and above.
- 8.1.6 Network hardware bid shall include, but not be limited to: wireless base stations, NIC cards, switches, hubs and other related devices.
- 8.1.7 Memory upgrades shall be bid in various sizes, configurations. RAM shall be available in the most acceptable industry standards possible.
- 8.1.8 OEM and After Market Toner and inkjet cartridges shall be bid for industry standard printers.
- 8.1.9 DVD drives shall be bid and other large format backup devices. These shall be available in either internal or external configurations.
- 8.1.10 Storage shall include, but not be limited to: CD-/R, CD-RW, DVD-/R, DVD-RAM, Optical disks, Data tape systems, portable and network back-up drives, and USB Flash drives.
- 8.1.11 A variety of cables shall include, but not be limited to: USB, VGA, Network cables and adapters, terminators, patch cables, video, audio, and power cables.

### **8.2. Software**

#### **Requirement:**

- 8.2.1. 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, Symantec. Pricing shall include licenses, media and full package products.

- 8.2.2. Software packages shall include, but not be limited to the following: desktop publishing, image processing, 3D graphics, CAD, clip art, graphics, multimedia, Internet site development, database, utilities, security, anti-virus, encyclopedia and educational titles.

### **8.3. Presentation Equipment**

Includes classroom, lab/boardroom, large room, portable, WXGA, wireless, network manageable, close-focus, DLP and LCD projectors, accessories and extended warranties.

#### **Requirement:**

- 8.3.1. Presentation equipment shall allow for front, rear, desktop or ceiling projection.
- 8.3.2. Presentation equipment shall use current technologies.
- 8.3.3. Presentation equipment must be available with a 3-year, non-prorated, warranty for parts and labor, or better.
- 8.3.4. Presentation equipment shall offer, at minimum, the following accessories: remote control, carrying bags (straps or wheeled), external audio systems, portable screens, and mounting brackets.
- 8.3.5. Presentation equipment shall offer a large variety of lamps used for audio visual machines and projectors.

### **8.4. Furniture**

#### **Requirement**

- 8.4.1 Technology related furniture including but not limited to computer tables, multi media carts, laptop carts and presentation carts.

## **9. Pricing Information**

### **Special Pricing Requirements for Technology Catalog**

Bidders shall provide a discount and price schedule for all categories available through their technology catalog. All price schedules shall follow the format listed below. Additional pricing concessions and/or discounts, i.e. creative offers, are encouraged for volume purchasing.

Electronic price lists (must be submitted on a CD) must clearly be identified/labeled by including the vendor name, name of the bid and date. These must be placed in a protective pouch. Electronic price lists shall be in Microsoft Excel 2007 or less and shall allow for sorting on any of the fields listed below. All pricing data must be clearly dated, for audit purposes.

- Manufacturer
- Manufacturer part number
- Vendor Part number (if different from manufacturer part number)
- Product description
- Dated Standard Catalog price
- Discount from list price
- Final agency price

- Extended Warranty: Bidders must be able to provide extended warranty plans in addition to the standard warranty.

(End of Part B)