



Fellow Columbia Chapter of NIGP Members:

Our **next General Meeting and Luncheon** is scheduled for **Thursday, April 6, 2017**. This meeting will be in conjunction with the ICP Meeting. Please mark your calendars and plan to attend.

<b>DATE &amp; TIME:</b> Thursday, April 6, 2017 11:30 am – 1:00 pm	<b>LOCATION:</b> Multnomah ESD MESD Auditorium
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**LUNCH:**

Lunch provided by US Communities

**MEETING AGENDA**

11:30 Lunch

11:55 Announcement

- Buyer/Manager of the Year – will be reported at the May 4<sup>th</sup> General Meeting.
- May 4<sup>th</sup> General Meeting will be the last one for this fiscal year and will be held at City of Beaverton. After that, the next General Meeting will be in September.
- Annie Teav introduced US Communities and Amazon Business Services.

12:00 US Communities Overview

- Who are we
- How contracts are solicited, specifically Amazon
- Questions on our cooperative

Amazon Business Services Contract with US Communities

- What is Amazon Business Services
- How the Contract works
- Benefits of the Contract
- How to sign up
- Questions

**Notes:**

Amazon Business for Public Sector

- Free Account Creation
- 1 umbrella account under this year can break down to dept, who can and can't purchase

Catalog Curation

- Can tag items as “non-compliant” for your agency.

Payment options

- P-card

- AB pay by invoice
  - Synchrony Corporate line of credit
- Reporting and analytics available  
Organizational customer support
- Dedicated customer service for AB
  - Live Expert
  - Customer Advisors

1:00

Adjourn



**ONLINE MARKETPLACE FOR PURCHASES OF PRODUCTS AND SERVICES  
RFP # R-TC-17006 Solicitation and Evaluation Summary**

**Background**

On September 14<sup>th</sup>, 2016 the Prince William County Public Schools (PWCPS) Procurement Office issued a Request for Proposals (RFP) for interested suppliers to provide an Online Marketplace for the Purchase of Products and Services to satisfactorily support PWCPS, and other public agencies supported under this contract. PWCPS served as Lead Public Agency on behalf of the U.S. Communities Government Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), state, other government agency or nonprofit organization may purchase Products and Services through this contract.

**Solicitation Process**

1. RFP (RFP #R-TC-17006) was issued in accordance with VA State Statutes on September 14<sup>th</sup>, 2016.
2. We advertised the solicitation in the *Gainesville Times* newspaper (affidavit attached), posted the solicitation on the PWCPS website (<https://pwcs.ss9.sharpschool.com/departments/purchasing/solicitations/>), the Virginia's e-Procurement Portal at: <https://eva.virginia.gov/>, and the U.S. Communities website ([www.uscommunities.org](http://www.uscommunities.org)). Notification was sent to 3,334 individual vendors through PWCS bidders list in addition to the vendors notified by US Communities.

Questions pertaining to the bid process or specifications were accepted from suppliers up until September 30<sup>th</sup>, 2016

3. We received twelve (12) sealed proposals in response to the RFP that were stamped and stored unopened until October 14<sup>th</sup>, 2016 from the following:
  - Amazon Business
  - American Product Distributors
  - Complete Book & Media Supply
  - Essendent
  - Innoseal
  - Hi-Touch
  - Music and Arts
  - LD Products
  - Peripole, Inc
  - Scull Studios
  - Textbook Warehouse
  - World ERP
4. The proposals from American Product Distributors, Complete Book & Media Supply, Innoseal, Hi-Touch, Music and Arts, LD Products and World ERP were deemed non-responsive due to falsifying that they have an application pending with the State Corporation Commission.
5. Copies of the five valid bids received from Amazon Business, Essendent, Peripole, Scull Studios and Textbook Warehouse were sent on October 18<sup>th</sup>, 2016 to the Evaluation Team (“Team”) consisting of the following:

**Voting Members:**

- Sharon Loosman- North Carolina State University, NC
- Renee Medlin- City of Kansas City, MO

- Jeff LaPorta- Harford County Public Schools, MD
- Anthony Crosby- Prince William County Public Schools, VA

### Evaluation of Bids

1. All Team members conducted individual evaluations of each Proposal received based on the criteria stated in Section 7 of the RFP, and in accordance with, and subject to, all relevant statutes, ordinances, rules and regulations that govern procurement in the State of Virginia.

The Evaluation Team determined the proposal whose terms were most advantageous to the Lead Public Agency and potential Participating Public Agencies, based on the following criteria:

- A. Compliance with the terms and conditions of the RFP;
- B. Ability to meet the performance requirements of this RFP;
- C. Experience, Background, Qualifications, Capability, Marketing, (including past performances, administration, management capabilities);
- D. Products and services offerings (extent of offerings);
- E. Discount/rebate schedules;
- F. Pricing on market basket items;
- G. Cost effectiveness and Value;
- H. Financial Qualifications;
- I. Company Environmental Initiatives;
- J. References

2. The Evaluation Team submitted their individually completed evaluation matrix to Anthony Crosby on or before October 26<sup>th</sup>, 2016.
3. Prince William County Public Schools and U.S. Communities independently conducted a pricing analysis on a market basket of items collected from the Evaluation Team to Provide the Evaluation Team with an objective comparison of the pricing submitted by each proposer.
4. The Evaluation Team met in Manassas, VA on October 26<sup>th</sup> and 27<sup>th</sup>, 2016.
5. The Team reviewed the proposals submitted by Amazon Business, Essendent, Peripole, Scull Studios and Textbook Warehouse and made a list of questions as we discussed each proposal. The team members provided their updated individual scores for each proposal, which Anthony recorded on the combined scoring matrix (projected on the screen) and the total scores were averaged.
6. The Team held a conference call with the two highest ranked proposers: Amazon Business and Essendent. During these calls the list of prepared clarification questions was discussed. Each proposer provided verbal clarifications during their call. Anthony e-mailed each proposer the list of questions and requested a written response.
7. The Team re-evaluated their individual scores for each vendor based on the information obtained during the conference calls.
8. All additional information received from each proposer was forwarded to each Evaluation Team member for review and comments.
9. The Evaluation Team unanimously agreed on recommending Amazon Business as the proposer having the most comprehensive and advantageous bid and best overall solution for PWCPSS and potential participating public agencies nationwide through U.S. Communities.
10. A recommendation was made to the PWCPSS Council for consideration at the regularly scheduled Council meeting on January 18<sup>th</sup>, 2017 to award the contract as recommended.
11. A Notice of Intent to Award was posted on the PWCPSS Purchasing website from December 16<sup>th</sup>, 2016 to December 26<sup>th</sup>, 2016.
12. PWCPSS Board approved the contract with Amazon Business on January 18<sup>th</sup>, 2017.

## Definitions

### **Cooperative Agreement**

A federal grant to support a joint federal/state program in which the grantor (Federal Government) and the grantee (state government) share in the management decisions about the funded activity.

### **Cooperative Procurement (Purchasing)**

1. The action taken when two or more entities combine their requirements to obtain advantages of volume purchases, including administrative savings and other benefits. 2. A variety of arrangements, whereby two or more public procurement entities (or agencies) purchase from the same supplier or multiple suppliers using a single Invitation for Bids (IFB) or Request for Proposals (RFP). 3. Cooperative procurement efforts may result in contracts that other entities may “piggyback.” See also Consortium

**Intergovernmental Cooperative Purchasing** A variety of arrangements under which two or more governmental entities pool their commodity and/or service requirements to purchase aggregated quantities thus achieving economies of scale. The process usually involves a single combined bid or request for proposals in which all of the participating entities are named or their participation implied.

**Piggyback (Piggyback Cooperatives)** A form of intergovernmental cooperative purchasing in which an entity will be extended the pricing and terms of a contract entered into by a larger entity. Generally, a larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own. Example: A smaller government agency has the ability to use its state issued contract to obtain goods and services which is also known as riding a contract.

### **Agency Types**

For each contract, we identify the Issuing Agency, Awarding Agency and Lead Agency when applicable. Following is information on how ProcureSource defines these specific agency types.

**Issuing Agency** - this is the agency or organization that issued the solicitation.

**Awarding Agency** - An awarding agency is the organization that awarded the contract. Depending on the process, this may be different than the Issuing Agency.

**Lead Agency** - We define a Lead Agency as a public agency that issues, evaluates and awards contracts on behalf of the cooperative. A Lead Agency is also separate and independent from the cooperative and is one of several public agencies that act as Lead Agencies for the cooperative. If a contract has been solicited by the cooperative staff or by an entity acting as the sole issuer for a cooperative, we do not identify them as a lead agency on ProcureSource.

Name Organization

NIGP Sign-In

Jane Hoffman	Metro
Karen Stusavent	
Shawn Foster	Mult Co
Russella Rice	Clark Co
Jeff Hagen	Mult Co
Eric Wicks	TVFR
Kendall Cisneros	The Port
Craig Johnson	" "
Kelly S. Malnar	DAS
Brian Azman	MESD
JUSTIN SWEET	BSD
Mary Jamison	Wash. County
Steven Roest	WACO
Travis Allison	Portland Public
Scott Juy	Gresham
Cate Anderson	CITY OF PORTLAND
Jin Huang	City of Portland
Kevin Yr	City of Vancouver
Elma Malloy	City of Vancouver
Jill Panches	Multnomah County
Tessa Paul	Multnomah County
Kathi Benzene-Boice	Multnomah City
Don Hicks	Multnomah Education Service District
Paula Rickman	Mult. Co.
Sandy Cannon	PCC

