

REQUEST FOR PROPOSAL DOCUMENT



The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Lead Agency



Region VIII Education Service Center

**Address: 4845 US Hwy. 271 North
Pittsburg, Texas 75686**

**Toll-free (866) 839-8477 Fax (866) 839-8472
Website: www.tips-usa.com E-mail: bids@tips-usa.com**

NOTICE TO BIDDERS

DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:

<https://tips.ionwave.net>

Friday, October 9, 2015 at 3:00 P.M.

FOR THE CATEGORY –

DOCUMENT IMAGING AND DUPLICATING SERVICES

About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Bidders are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful bidder(s) for the products submitted. (Unless bidder has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There are two categories: General Services; and Trades, Labor and Materials that will not have an automatic renewal. These categories will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute Interlocal Agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting

purposes.

- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

Customer Service

- TIPS staff is available to members for assistance in viewing/contacting awarded vendors for categories to make purchases and contract decisions.
- TIPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- TIPS enables vendors to become more efficient and competitive by reducing the number of bids and proposals that require responses to be made to individual districts.

Financing of TIPS

- The total cost of the TIPS program is funded through an administration fee paid to TIPS by the participating vendors. The fee is based on actual vendor invoiced sales. Fee schedule can be negotiated with winning bidder(s). The normal fee is 2%, but can be negotiated with the winning bidder.
- TIPS does not charge any fees to participating school districts or government entities.

Purchasing Procedures

- Contracts are established through open competition as described by the laws of the State of Texas and are available for piggy-back by other states. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS office where they are reviewed and edited by the TIPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating agency and then invoice the participating agency. The Vendor receives payment directly from the participating agency.

It is the intention of TIPS to establish a contract to furnish and/or deliver **DOCUMENT IMAGING AND DUPLICATING SERVICES**. Proposers are requested to submit a proposal for offering their total line of available products and services that are commonly purchased by governmental entities and school districts.

TIPS expects to contract with responsible vendor(s) to provide **DOCUMENT IMAGING AND DUPLICATING SERVICES** to its members. The work includes installation, repair, rehabilitation and alteration services for a wide variety of colleges and universities, schools, cities, counties, healthcare and other government and non-profit agencies.

SCHEDULE OF AWARD OR RELATED EVENT:

Posting Date	Tuesday, September 1, 2015
Proposal Advertising	Tuesday, September 1, 2015 – Friday, October 9, 2015
Pre-Bid Meeting	Thursday, September 10, 2015
Proposal Deadline	Friday, October 9, 2015 at 3:00 PM CST
Proposal Opening	Friday, October 9, 2015 beginning at 3:01 PM
Proposals Review/Scoring	Monday, October 12, 2015 through November 18, 2015
Proposals Award	Thursday, November 19, 2015
Award Notifications	Begin posting to TIPS Website Thursday, November 19, 2015 Vendor may call for results after 11/19/2015 Award letters will be available online to all Awarded Vendors. Non Award letters will be mailed to vendors with No Awards.

Proposal Scoring

Scoring of Proposal: Criteria and Relative Weights

A Review Committee will evaluate and score all proposals. Recommendations for award of contracts will be made to the Region 8 Education Service Center Board of Directors. Awards will be granted or denied at the monthly stated meeting of the Region 8 ESC Board of Directors. TIPS will base a recommendation for contract award on several factors. The factors which will be considered are weighted points in each area as follows:

1. **Purchase price.** (Pricing factors as determined by TIPS using a market basket study of randomly selected items.) (30%)
2. **Reputation** of the vendor and the vendor's goods or services. References may be contacted. (10%)
3. **Quality** of the vendor's goods or services. (Including quantity of line items available that are commonly purchased by the entity and electronic on-line catalog, order entry use by and suitability for the entity's needs and quality of catalog(s) for use by entity's employees that do not have electronic access.) (10%)
4. Extent to which the goods or services **meet criteria** outlined in RFP category submitted. (15%)
5. Vendor's **past relationship** with TIPS. (15%)
6. The total **long-term cost** to TIPS to acquire the vendor's goods or services. Length of price guaranty. (10%)
7. **Delivery time** to the member entity for goods/services. (10%)

BIDDERS FALLING BELOW AN 80% THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.

SAMPLE SCORING GRID

The Interlocal Purchasing System (TIPS) Bid Criteria and Relative Weights

BID CATEGORY: Appropriate Category will be listed here.

THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE)

Company Name	Purchase Price	Vendor Reputation	Quality of Goods	Meets Criteria	Past Relationship	Long-Term Cost	Delivery Time	Total Points Scored
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

TIPS Authorized Review Representative Signature

Date

Approved by Region VIII ESC Board of Directors

Date

RFP- DOCUMENT IMAGING AND DUPLICATING SERVICES – Due October 9, 2015 at 3:00 P.M.

