

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, September 9, 2016 at 3:00 P.M.

FOR THE CATEGORY –

ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER SERVICES

RFP- ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER SERVICES – Due September 9, 2016 at 3:00 P.M.

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 **ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER 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 **ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER 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	Monday, August 1, 2016
Proposal Advertising	Monday, August 1, 2016 – Friday, September 9, 2016
Pre-Bid Meeting	Thursday, August 11, 2016
Proposal Deadline	Friday, September 9, 2016 at 3:00 PM CST
Proposal Opening	Friday, September 9, 2016 beginning at 3:01 PM
Proposals Review/Scoring	Monday, September 12, 2016 through October 27, 2016
Proposals Award	October 27, 2016
Award Notifications	Begin posting to TIPS Website 10/27/2016 Vendor may call for results after 10/27/2016 Award letters will be made available online. Non Award letters will be mailed to vendors with No Awards.

Proposal Instructions

1. Only electronically sealed proposals are accepted. **Faxed or mailed proposals will not be accepted.**
2. Proposals must be submitted on any or all items, related to the category, unless stated otherwise. TIPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS and to waive any informality in the proposal process.
3. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS.
5. Addenda, if required, will be issued by TIPS to all those known to have received a complete set of RFP documents at least five working days prior to the opening. The vendor shall acknowledge on the Signature Form any addenda that have been received.

PROPOSAL FORMAT - BIDDERS PAY CLOSE ATTENTION TO DETAILS LISTED.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree.

Felony Conviction Notice (Required in Texas) -Notification of Criminal History “A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.” This notice is not required of a publicly held corporation. Texas Education Code § 44.034. See FELONY CONVICTION NOTICE document on the “Attachments” tab. Felony conviction notice document must be uploaded to the “Response Attachments” FELONY CONVICTION NOTICE section.

References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name and phone number shall be included. The references document must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” REFERENCES section.

Resellers/Dealers

Vendors with Resellers/Dealers must download the Resellers/Dealers document from the

“Attachments” section, complete and uploaded to the “Response Attachments” RESELLERS/DEALERS section.

Vendor Certifications

Vendor certifications will include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be scanned and uploaded to the “Response Attachments” D/M/WBE, HUB and/or ALL OTHER CERTIFICATES section.

Bonding (If applicable)

Bonding capabilities documentation must be scanned and uploaded to the “Response Attachments” BONDING section.

Vendor Contract

Vendor Contract must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” VENDOR CONTRACT section.

Contract Signature Form

Contract Signature Form must be downloaded from the “Attachments” section, completed, signed, scanned and uploaded to the “Response Attachments” CONTRACT SIGNATURE FORM section.

Warranty (If applicable)

Warranty documentation must be scanned and uploaded to the “Response Attachments” WARRANTY section.

Protest Procedure

If a vendor/proposer (vendor) desires to protest a decision by TIPS, the vendor must follow the following process:

http://www.tips-usa.com/assets/documents/docs/letters/Protest_Procedures_for_Vendor.pdf

Supplementary Catalogs and Information (If applicable)

Supplementary Catalogs and Information documentation must be scanned and uploaded to the “Response Attachments” SUPPLEMENTARY section.

AWARD OF CONTRACT TO NONRESIDENT BIDDER - “A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.” *Texas Government Code § 2252.002.*

Pre-Bid Meeting (Not Mandatory)

Where: Region 8 Education Service Center
4845 U.S. Highway 271 North, Pittsburg, Texas 75686
TIPS Board Room
Date: Thursday, August 11, 2016
Time: 9:00 AM CST

Agenda: TIPS Overview
TIPS eBid System
RFP Overview
Questions and Answers
Tour of TIPS Facility

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%)
8. **HUB** The impact on the ability of TIPS to comply with laws and rules relating to historically underutilized businesses; Certification is considered, but a response will not impact our ability to comply with laws and rules relating to historically underutilized businesses, a weight of 0% is given to this criteria.

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

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Specifications and Pricing

Specifications may be those developed by TIPS and its participants or by the Manufacturer to represent items of regularly manufactured products. TIPS specifications have been developed by TIPS to indicate minimal standards as to the usage, materials and contents based on their needs. Manufacturer's specifications (Design Guides), when used by TIPS, are to be considered informative to give the vendor information as to the type and kind requested. Proposals on any reputable manufacturers regularly produced product of such items similar and substantially equivalent will be considered.

Specifications and Pricing – ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER SERVICES

Vendors should submit all equipment related to ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER SERVICES. Bidder should submit all applicable products for all types of ONLINE AUCTION SYSTEMS AND/OR AUCTIONEER SERVICES. Including, but not limited to:

This RFP is to obtain pricing for regular and online auction systems and services for the sale of surplus personal property and equipment for members of TIPS.

- Auctioneer must have adequate personnel available to conduct auctions.
- Auctioneer must have been conducting auctions for a minimum of 10 years.
- Auctioneer services listed here are minimal and may be expanded as requested.

For Online Auctioneer Services auctioneer shall supply a fully functional internet auction service for the purpose of selling surplus equipment. Auctioneer shall supply services including:

- All hardware, software and servers needed to operate the online auction service.
- Will provide full access of the auction to the members upon request.
- System will be made available to members 24 hours a day, 7 days a week, 365 days a year.
- Items for sale by auction will be loaded at any time which best suits the schedule of the member.
- Auctioneer will provide and absorb all costs of securing a host facility to operate the online auction system.
- Member will not be required to install any additional computer hardware or software at their location. The only requirement of the member will be internet connectivity with a common web browser and a digital camera.
- All maintenance and upgrades to the hardware and software systems that the auctioneer provides over the term of the contract shall be made at no cost to the member.
- The Auctioneer will supply all operating software and applications needed for the auction site to function properly.
- All internet connectivity will be made through standard internet connections, web browsers and email. The system must allow access from Windows based systems.

- Experience, qualification and past performances. Proper registrations, licenses to operate auctioneer services in multiple states.
- References of performances with governmental clients.
- Facilities and Resources. Layout of web page, safeguards & security of website; reporting capabilities; number of registered bidders in database; percentage of “regular” buyers; average number of “hits” proposer’s site gest per month.
- Approach to scope of proposal, including: proposer’s understanding of the governmental sector requirements and how it’s offering addresses those requirements; Marketing initiatives and advertising; reports available; procedures and details associated with how propose assist member in conducting auctions.
- Percentage fee charged for sales based on the sales price (lowest % rated to the highest %).

PRICING TABLE (please complete in a table format)

Price Per Auction	This is the price per auction that the auctioneer will be paid once an auction item is listed on the auction website, regardless if there is a completed sale or not.
Commission Fee Schedule	The vendor shall include or attach it’s commission fee schedule that details the percentage commission fee that will be charged after each completed sale on the sale price.
NOTE	No price or fee will be accepted other than a price per auction (Listing Fee) and a percentage commission fee schedule.
NOTE	If vendor does not charge a listing fee, the vendor must insert a zero (\$0.00) bid on the price per auction line. If the price per auction line is left blank, the vendor may be determined to be “non-responsive”.

Auctioneer should explain how they meet the following requirements within this submission to TIPS:

- Reducing on-hand surplus inventory and related inventory carrying costs;
- Increased market presence and bidder base;
- Increased bid prices for auctioned items;
- Increased ROI;
- Reduction in direct and indirect auction costs;
- Ease of program administration, including but not limited to posting of auctions, marketing of auctions, receiving payment from bidders, blocking bidders who renege on obligations, invoicing, etc...
- Ease of use by the bidding community, including auction notification, award notification, automatic bidding etc...

Qualification of Vendor:

- The auctioneer must be organized for the purpose of conducting auctions (regular or online) and must have 10 years of experience.

- Must have all required licenses by the state for auctioneering services.

Value added services should be explained in detail. If bidder can offer greater quantities at lower pricing, these “value added” prices should be submitted in this section.

Installation pricing if applicable should be submitted.

Additional Services:

Bidder should list in the excel spreadsheet all related supplies, equipment, services, installation, repair, maintenance, and hourly fee according to category offered on this contract. Offering must be related to this category. No inappropriate offerings will be considered.

The Contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for services. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS participating members.

Pricing document must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” PRICING section.