

**COMMENT AND REVIEW**  
to the  
REQUEST FOR PROPOSAL (RFP) 012320  
Entitled

**Office Supply Catalog Solutions**

The following advertisement was placed December 5, 2019 in Utah's *The Salt Lake Tribune*, in *USA Today*, in South Carolina's *The State*, and on the Sourcewell website [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov), Sourcewell Procurement Portal <https://proportal.sourcewell-mn.gov>, Biddingo, Merx, The New York State Contract Reporter [www.nyscr.ny.gov](http://www.nyscr.ny.gov), PublicPurchase.com, and December 6, 2019 in Oregon's *Daily Journal of Commerce*:

*Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Office Supply Catalog Solutions to result in a contracting solution for use by its members. Sourcewell members include thousands of governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 23, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.*

The solicitation process was conducted through the Sourcewell Procurement Portal. The following parties expressed interest in the solicitation by registering for this opportunity within the portal:

|  |                                   |
|--|-----------------------------------|
| Beaufurn                                     | HP, Inc.                          |
| Beepsmart Communication, Inc.                | JMJS, Inc.                        |
| City of Toronto                              | Lakeshore Learning Materials      |
| Claridge Products and Equipment, Inc.        | Nobelus                           |
| Corporate Coffee Systems DBA Office Universe | Pitsco Education                  |
| Dynabook Canada, Inc.                        | Premier & Companies               |
| Eloquent Corp                                | Quill, LLC                        |
| eRepublic, Inc.                              | Seeley Office Systems             |
| Faison Office Products, Inc.                 | Spicers Canada ULC                |
| Fomcore, LLC                                 | Staples Contract & Commercial LLC |
| Freight N Cargo Logistics, Inc.              | Sufian Munir, Inc.                |
| Gilead Business Solutions                    | Talon Industries, Inc.            |
| Grand & Toy Limited                          | Zone Logistics, LLC               |

All Proposals remained sealed within the Sourcewell Procurement Portal until the scheduled due date and time. Proposals were electronically opened, and the list of all Proposers was made publicly available on the Sourcewell Procurement Portal, on January 23, 2020 at 4:31 pm CT. Proposals were received from the following:

Beepsmart Communication, Inc.  
Eloquent Corp  
Lakeshore Learning Materials

Premier & Companies  
Staples Contract & Commercial LLC  
Zone Logistics, LLC

Proposals were reviewed by the Proposal Evaluation Committee:

Kim Austin, CPPB, Sourcwell Procurement Lead Analyst  
Carol Jackson, Sourcwell Procurement Analyst  
Brandon Town, CPSM, CPSD, Sourcwell Procurement Analyst  
Stephanie Haataja, CPIM, Sourcwell Procurement Analyst

**The findings of the Proposal Evaluation Committee are summarized as follows:**

The Proposal Evaluation Committee applied the Sourcwell RFP evaluation criteria and determined that all proposal responses met the scope and mandatory submittal requirements and were evaluated.

Staples Contract & Commercial LLC is a national distributor of products and services that range from business essentials to facility supplies, custom print, and furniture. They are ready to assist members in the United States with a large sales and service network and an outstanding customer service program. Staples offers a robust selection of sustainability solutions that assist members in meeting eco-responsible purchasing, recycling, and waste reduction goals. They are offering pricing that is competitive within the industry.

For these reasons, the Sourcwell Proposal Review Committee recommends award of Sourcwell Contract #012320 to:

Staples Contract & Commercial LLC

012320-SCC

The preceding recommendations were approved on April 2, 2020.

DocuSigned by:

  
6830643C58384D1...  
Kim Austin, CPPB, Sourcwell Procurement Lead Analyst

DocuSigned by:

  
6EE63AEDED5F48E...  
Carol Jackson, Sourcwell Procurement Analyst

DocuSigned by:

  
7BCA08CB6377421...  
Brandon Town, CPSM, CPSD Sourcwell Procurement Analyst

DocuSigned by:

*Stephanie Haataja*

755BA3F37985409...

---

Stephanie Haataja, CPIM, Sourcwell Procurement Analyst

### STATEMENT OF COMPLIANCE

As Chief Procurement Officer for Sourcewell, I have reviewed the recommendation of the Evaluation Committee and the accompanying support materials documenting the process followed for **RFP #012320 for Office Supply Catalog Solutions**.

The committee accepted, deemed responsive, evaluated, and recommended proposals for award. Under authority granted to the Chief Procurement Officer in Sourcewell's bylaws, the recommendations set forth above are approved.

I hereby certify:

1. Sourcewell is a government agency, created and authorized by Minnesota law to provide cooperative procurement contracts.
2. The procurement process and resulting contracts have been awarded in compliance with the laws of the State of Minnesota (Minnesota Statutes Chapter 471 and Minnesota Statutes Section 123A.21), and in conformity to Sourcewell's Procurement Policy.

DocuSigned by:

*Jeremy Schwartz*

60FD2A139D86480...

Jeremy Schwartz, CSSBB, CPPO  
Chief Procurement Officer