

**MASTER AGREEMENT #122325****CATEGORY: Permanent, Fixed-Message Signage with Related Products and Services****SUPPLIER: The Sourcing Group, LLC**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and The Sourcing Group, LLC, 519 Eighth Avenue, 23<sup>rd</sup> Floor, New York, NY 10018 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:  
General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on February 20, 2030, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in RFP #122325 to Participating Entities. In Scope solutions include:
- a. Public Spaces, Parks and Trails- Signage designed to guide, inform, and educate visitors about the space such as:
- i. Park and trail recreational signage;
  - ii. Monument signs; and,
  - iii. Community welcome marquees.
- b. Building and Facility Signage- Signage used for identification and directional purposes within and outside a building such as:
- i. Wayfinding and informational;
  - ii. ADA-compliant signage (braille and tactile lettering); and,
  - iii. Fire safety and emergency evacuation.
- c. Regulatory and Safety Signage- Signage intended to ensure safety and compliance in a public space or on a roadway such as:
- i. Warning and hazard;
  - ii. Stationary traffic and pedestrian safety systems; and,
  - iii. Mile-markers, speed-limit, civic and rural address and street signage.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may

request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.

12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

**13) Supplier Representations:**

i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.

ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.

iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.

14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcwell if it enters a bankruptcy proceeding at any time during the term of this Agreement.

15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time during the term of this Agreement.

16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.

i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935,

3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit

organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

- x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.
- xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.
- xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.
- xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.
- xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.
- xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.
- xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

## **Article 2: Sourcewell and Supplier Obligations**

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
  - Identify the applicable Sourcewell Agreement number;
  - Clearly specify the requested change;
  - Provide sufficient detail to justify the requested change;
  - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
  - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
  - Maintenance and management of this Agreement;
  - Timely response to all Sourcewell and Participating Entity inquiries; and
  - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.
- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
  - Participating Entity Contact Email Address;
  - Participating Entity Contact Telephone Number;
- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
  - 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
  - 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations

defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included

Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

- 18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.
- 19) **Grant of License.**
- a) **During the term of this Agreement:**
    - i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.
    - ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.
  - b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.
  - c) **Use; Quality Control.**
    - i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
    - ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.
  - d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.
- 20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in

court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.

- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
    - \$1,500,000 each occurrence Bodily Injury and Property Damage
    - \$1,500,000 Personal and Advertising Injury
    - \$2,000,000 aggregate for products liability-completed operations
    - \$2,000,000 general aggregate
  - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
  - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
  - d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its

subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

- 23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.
- 24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

### **Article 3: Supplier Obligations to Participating Entities**

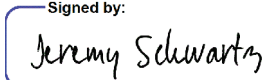
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

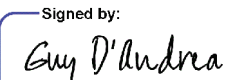
- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier’s standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity’s unique Sourcewell account number.
  
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
  
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
  
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell

The Sourcing Group, LLC

Signed by:  
  
 C0FD2A139D06489...  
 By: \_\_\_\_\_  
 Jeremy Schwartz  
 Title: Chief Procurement Officer  
 Date: 2/17/2026 | 4:57 PM CST  
 \_\_\_\_\_

Signed by:  
  
 8B181B81BEDB4F9...  
 By: \_\_\_\_\_  
 Guy D'Andrea  
 Title: Vice President  
 Date: 2/17/2026 | 3:43 PM CST  
 \_\_\_\_\_

# RFP 122325 - Permanent, Fixed-Message Signage with Related Products and Services

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## Vendor Details

Company Name: The Sourcing Group, LLC  
Does your company conduct business under any other name? If yes, please state: The Sourcing Group LLC  
Address: 30 Plymouth St  
Fairfield, New Jersey 07009  
Contact: Guy D'Andrea  
Email: gdandrea@thesourcinggroup.com  
Phone: 973-614-2307  
Fax: 973-575-7180  
HST#: 800101793

## Submission Details

Created On: Sunday November 09, 2025 10:22:46  
Submitted On: Tuesday December 23, 2025 14:50:21  
Submitted By: Guy D'Andrea  
Email: gdandrea@thesourcinggroup.com  
Transaction #: 94f0b031-9ca5-49d8-b4d3-d0e7cf14acf1  
Submitter's IP Address: 147.243.118.119

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**Specifications**

**Table 1: Proposer Identity & Authorized Representatives (Not Scored)**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer’s corporate organization affiliation.

Line Item	Question	Response *
1	Provide the legal name of the Proposer authorized to submit this Proposal.	The Sourcing Group, LLC. ("TSG")
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Y
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	<p>1. Primary Responsible Supplier (Prime Contractor)</p> <ul style="list-style-type: none"> <li>Entity Name: The Sourcing Group, LLC</li> <li>Role: Prime Contractor and Master Agreement Signatory.</li> <li>Function: Serves as the primary contract holder and single point of financial and operational accountability for all Participating Entities.</li> </ul> <p>2. Authorized Affiliate (Diversity &amp; Inclusion Strategy)</p> <ul style="list-style-type: none"> <li>Entity Name: TSG Direct</li> <li>Status: Certified Women Business Enterprise (WBE) Affiliate.</li> <li>Role: Authorized "Responsible Supplier" for Diversity Spend.</li> <li>Operational Structure: To facilitate supplier diversity requirements, we formally identify TSG Direct as an authorized affiliate within this proposal. This dual structure offers Participating Entities two distinct billing options under the same Master Agreement terms:                             <ol style="list-style-type: none"> <li>Standard Engagement: Orders are placed with and billed by The Sourcing Group, LLC for standard commercial transactions.</li> <li>Diversity Tier 1 Spend: Entities with mandated diversity goals may place orders directly with TSG Direct. This allows the member to capture 100% Tier 1 WBE diversity credit while accessing the pre-negotiated pricing and legal protections of the Sourcewell contract.</li> </ol> </li> </ul> <p>3. Authorized Manufacturing Partners (Production Network) Consistent with our "Asset-Light" Business Process Outsourcing (BPO) model, the following manufacturers are vetted and authorized to produce permanent fixed-message signage under this proposal. While they do not execute the Master Agreement, they are responsible for the physical fabrication and delivery of solutions under The Sourcing Group's oversight.</p> <ul style="list-style-type: none"> <li>Sign Fab (Regulatory &amp; Traffic Signage) 28625 Harvest View Rd, Stoutland, MO 65567 800-544-6381   signfab.com</li> <li>ACP International / SA-SO / Capital StreetScapes (Streetscapes &amp; Utility Signage) 521 N. Great Southwest Pkwy, Arlington, TX 76011 817-640-0992   sa-so.com</li> <li>ASI Signage (Architectural &amp; Wayfinding Systems) 8181 Jetstar Dr. Suite 110, Irving, TX 75063 972-915-3800</li> <li>Nutron OSM (Safety &amp; Utility Marking) P.O. Box 487, North Olmsted, Ohio 44070 888-737-5052   nutronosm.com</li> </ul>
4	Provide your CAGE code or Unique Entity Identifier (SAM):	N/A Company is not registered in SAM.gov, as we do not contract directly with the U.S. federal government.
5	Provide your NAICS code applicable to Solutions proposed.	339950, 541850, and 541890
6	Proposer Physical Address:	519 Eighth Avenue, 23rd Floor, New York, NY 10018
7	Proposer website address (or addresses):	www.thesourcinggroup.com
8	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer):	Guy D'Andrea, Vice President, 30 Plymouth St. Fairfield, NJ 07004, 973-945-0570 gdandrea@thesourcinggroup.com

9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Shawn McMillen 460 N Roberts Rd. Cedar Hill, TX 75104 SMcmillen@thesourcinggroup.com 214-673-5661	*
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	David Hunnius, 2476 Smizer Mill Estates Drive, Fenton, MO 63026, Executive Vice President, 314-917-4904	*

**Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)**

Line Item	Question	Response *	
11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	<p>The Sourcing Group (TSG) was founded in 2004 by Dennis Clemente and Billy Caan with a clear commitment to do whatever it takes to serve its most valuable asset—its customers. Since its inception, TSG has focused on simplifying the management of branded materials and marketing initiatives by delivering innovative technology, deep industry expertise, and a high-touch service model.</p> <p>TSG operates with a strong “customer advocate” philosophy, empowering team members at every level to make informed decisions that help clients maximize the value of their time, resources, and budgets. This approach has enabled TSG to build long-standing client relationships across corporate, higher education, and institutional markets.</p> <p>Over the past five years, TSG has continued the same strategic vision and disciplined growth established at its founding. Since 2020, the company has completed five strategic acquisitions, each enhancing TSG’s scale, capabilities, and solution offerings while strengthening its ability to deliver integrated, end-to-end programs aligned with client objectives.</p> <p>These capabilities directly support scalable signage, promotional merchandise, and advertising solutions that require consistent brand execution, compliance, and centralized program management across diverse organizations.</p> <p>Core Values:</p> <p>Customer Focus: Deliver tailored solutions that directly address customer needs.</p> <p>Innovation: Apply creative thinking and technology to maximize return on investment.</p> <p>Teamwork: Foster a collaborative, accountable, and high-performance culture.</p> <p>Entrepreneurship: Trust, empower, and reward people to deliver exceptional results for customers.</p>	*
12	What are your company's expectations in the event of an award?	<p>The Sourcing Group views a potential award as a strategic partnership. In terms of expectations, TSG anticipates working closely with the Sourcewell team to jointly develop order flow procedures and a comprehensive implementation plan. We are fully prepared to conduct the required annual business reviews and submit quarterly sales activity reports to ensure program transparency.</p> <p>Regarding member adoption, TSG understands that contract use is at the 'sole convenience' of the Participating Entity. Therefore, rather than expecting a mandate, we value Sourcewell’s support in validating the contract’s compliance and the efficiency benefits it delivers. We expect to leverage the grant of license to actively market this relationship to eligible entities, acting as an advocate for the Sourcewell cooperative model.</p>	*
13	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	<p>The Sourcing Group (TSG) is a privately held limited liability company. While we do not publicly publish financial statements, we maintain a robust financial position characterized by consistent year-over-year growth and strong liquidity.</p> <p>1. Financial Performance (Revenue Growth): Our financial stability is evidenced by our total company sales trajectory over the past three years, which demonstrates our capacity to fund large-scale government programs without external distress:</p> <ul style="list-style-type: none"> <li>• 2025 (Current): \$160,000,000</li> <li>• 2024 (Prior): \$142,000,000</li> <li>• 2023 (Prior): \$130,000,000</li> </ul> <p>2. Bank Reference &amp; Liquidity: As attested in the attached reference letter from our financial partner, Eastern Bank (dated December 19, 2025), TSG maintains cash deposit balances and a committed 5-year Revolving Line of Credit in the seven-figure range. This liquidity ensures we can manage the upfront capital requirements for major municipal signage rollouts.</p>	*

14	What is your US market share for the Solutions that you are proposing?	<p>While we do not track a specific percentage of the fragmented US signage market, TSG has established a dominant market presence in the Northeast and is rapidly expanding in the West.</p> <ul style="list-style-type: none"> <li>• Market Presence: We currently manage over \$54 million annually in direct government spend across City, State, and Education sectors.</li> <li>• Key Regions: Our data shows strong market penetration in the Tri-State Area (NY/NJ/CT) and growing adoption in California (e.g., City of San Francisco 430k, City of SanJose 1M).</li> <li>• Total Scale: With \$160 million in total 2025 company sales, TSG possesses the operational scale to service a national cooperative contract effectively</li> </ul>	*
15	What is your Canadian market share for the Solutions that you are proposing?	<p>Less than 5% (Developing Market)</p> <p>While The Sourcing Group's (TSG) current market share in Canada is less than 5%, we have established a robust Domestic Canadian Partner Network specifically designed to support the Sourcewell membership expansion in this region.</p> <p>Unlike U.S.-based manufacturers that must ship products across the border—introducing customs delays, brokerage fees, and tariffs—TSG's "Asset-Light" model allows us to source production through vetted partners located within Canadian provinces. This "In-Country" strategy ensures:</p> <ol style="list-style-type: none"> <li>1. Scalability: We can immediately handle large-scale Canadian volume without facility constraints.</li> <li>2. Cost Efficiency: We eliminate international freight and cross-border duties for Canadian Participating Entities.</li> <li>3. Compliance: Our system supports bilingual (English/French) requirements and provincial procurement statutes."</li> </ol>	*
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	The Sourcing Group, LLC has never been involved in any such proceeding.	*
17	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b).</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>"TSG operates as a Prime Contractor delivering comprehensive Business Process Outsourcing (BPO) solutions. While we utilize a "Distributor" model for fulfillment, our primary role is that of a centralized Service Provider managing a vast, asset-light network of contracted manufacturers.</p> <p>For the scope of this RFP, TSG acts as the single point of accountability for the design, production, and installation of Permanent, Fixed-Message Signage, ensuring strict adherence to Sourcewell compliance standards while leveraging a competitive supply chain to drive value.</p> <p>17a N/A</p> <p>17b "TSG operates an asset-light, 100% vendor-managed production model. Our sales and account management teams are direct W-2 employees of The Sourcing Group, ensuring consistent, high-touch service for Sourcewell Participating Entities. For production and installation, we utilize a rigorously vetted network of third-party contracted partners. These partners are not loose affiliates; they are bound by strict Service Level Agreements (SLAs) to TSG. This hybrid model allows TSG to act as the sole Responsible Supplier, maintaining full liability and warranty control (as required by the Master Agreement), while accessing unlimited manufacturing capacity across North America."</p>	*

18	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>The Sourcing Group (TSG) operates as a Managed Business Process Outsourcing (BPO) provider. Under this model, TSG holds the primary business and diversity certifications required to execute the Master Agreement. In contrast, our vetted network of "Authorized Production and Installation Partners" has the specific trade and technical licenses required for physical fabrication and construction.</p> <ol style="list-style-type: none"> <li>1. Primary Contractor Certifications (Held by TSG &amp; Affiliates) TSG maintains the corporate-level certifications necessary to ensure financial compliance, diversity adherence, and environmental management for Sourcewell Participating Entities. <ul style="list-style-type: none"> <li>• Women Business Enterprise (WBE): Through our authorized affiliate, TSG Direct, we hold WBE certification. This allows Participating Entities to utilize this agreement to satisfy Tier 1 supplier diversity mandates.</li> <li>• Environmental Management (ISO 14001): TSG is certified under ISO 14001, demonstrating our organizational commitment to minimizing environmental impacts through efficient resource management.</li> <li>• Carbon Trust Standard: We have been awarded the Carbon Trust Standard, certifying our active management and reduction of carbon emissions across our supply chain operations.</li> </ul> </li> <li>2. Manufacturing &amp; Product Certifications (Held by Production Partners) To ensure all "Permanent Fixed-Message Signage" meets safety and durability standards, our manufacturing partners hold the following certifications relative to the specific products being produced: <ul style="list-style-type: none"> <li>• UL Listing (Underwriters Laboratories): For all illuminated signage (e.g., LED-enhanced regulatory signs, backlit wayfinding), our partners maintain UL listings to ensure compliance with the National Electric Code (NEC).</li> <li>• Energy Efficiency (Energy Star &amp; DLC): LED components utilized in our digital and illuminated solutions are certified by Energy Star and the DesignLights Consortium (DLC) to ensure energy conservation for the Participating Entity.</li> <li>• Sustainable Materials (FSC &amp; Green Seal): For park and trail signage utilizing organic materials, our partners maintain Forest Stewardship Council (FSC) certification to verify responsibly sourced wood products.</li> </ul> </li> <li>3. Installation &amp; Engineering Licenses (Held by Service Network) For the "Construction" and "Installation" phases of the Scope of Work, TSG deploys a network of licensed subcontractors who possess the local credentials required by the specific jurisdiction of the Participating Entity. <ul style="list-style-type: none"> <li>• Professional Engineering (P.E.): For complex monument or structural signage, our partners employ licensed Professional Engineers (P.E.) to stamp structural drawings, certifying compliance with local wind-load and seismic requirements.</li> <li>• Licensed General Contractors: All site work, including excavation and concrete footing pouring, is performed by licensed contractors who adhere to local municipal building codes.</li> <li>• Federal Labor Compliance: For applicable public works projects, our installation network is managed to ensure strict adherence to Davis-Bacon Act regulations regarding prevailing wages and labor standards.</li> </ul> </li> <li>4. Regulatory Compliance Standards. While not "licenses" per se, our organization ensures that all deliverables are engineered to meet the following mandatory federal and international standards: <ul style="list-style-type: none"> <li>• ADA &amp; AODA Compliance: All facility signage is designed to meet Americans with Disabilities Act (ADA) and AODA standards for tactile lettering and Braille.</li> <li>• MUTCD Standards: All roadway and traffic signage is fabricated in strict accordance with the Manual on Uniform Traffic Control Devices (MUTCD) regarding reflectivity and design.</li> </ul> </li> </ol>
19	<p>Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.</p>	<p>The Sourcing Group warrants there are no such debarments or suspensions within the past seven years.</p>
20	<p>Describe any relevant industry awards or recognition that your company has received in the past five years.</p>	<ol style="list-style-type: none"> <li>1. ASI Top 40 Distributor (2025) The Sourcing Group was named to the Advertising Specialty Institute's (ASI) Top 40 Distributor list in 2025. This prestigious recognition identifies the largest and most successful distributors in the industry.</li> <li>2. Carbon Trust Standard TSG has been awarded the Carbon Trust Standard, certifying our active management and reduction of carbon emissions across our supply chain operations.</li> </ol>

21	What percentage of your sales are to the governmental sector in the past three years?	<p>Over the past three years, The Sourcing Group's sales to the governmental sector have represented a significant portion of our total revenue, ranging from 21.7% to 27.0% annually. This equates to an average annual volume of approximately \$55 million in direct government and education sales.</p> <p>Annual Governmental Sales vs. Total Company Revenue:</p> <ul style="list-style-type: none"> <li>• 2025: 21.7% of total revenue (\$54,152,126 in governmental sales out of \$250,000,000 total),.</li> <li>• 2024: 26.1% of total revenue (\$66,674,478 in governmental sales out of \$255,000,000 total),.</li> <li>• 2023: 27.0% of total revenue (\$68,850,000 in governmental sales out of \$255,000,000 total),.</li> </ul> <p>Breakdown by Public Sector Category: The Municipal sector represents our largest public sector footprint, consistently accounting for over 18% of our total company revenue.</p> <ul style="list-style-type: none"> <li>• City / Municipal: 18.0% – 22.5% of total revenue.</li> <li>• State Agencies: 3.6% – 4.3% of total revenue.</li> <li>• Education (K-12 &amp; Higher Ed): 0.0% – 0.3% of total revenue.</li> </ul>
22	What percentage of your sales are to the education sector in the past three years?	<p>Over the past three years, sales to the education sector have represented between 0.0% and 0.3% of The Sourcing Group's total revenue.</p> <p>While the Education sector currently accounts for a smaller share of our total revenue than our municipal business, TSG actively serves key educational institutions and is well positioned for growth in this vertical. We view the Sourcewell contract as a primary vehicle to expand our successful municipal signage program into the K-12 and Higher Education markets.</p> <p>Annual Education Sales Volume:</p> <ul style="list-style-type: none"> <li>• 2023: 0.3% of total revenue (\$527,449)</li> <li>• 2024: 0.1% of total revenue (\$243,577)</li> <li>• 2025: 0.0% of total revenue (\$109,430)</li> </ul>

<p>23</p>	<p>List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?</p>	<p>State Purchasing Agreements                      The Sourcing Group holds direct statewide contracts with four major states.</p> <ul style="list-style-type: none"> <li>• New York State                             <ul style="list-style-type: none"> <li>o 2025: \$6,000,000</li> <li>o 2024: \$6,000,000</li> <li>o 2023: \$6,000,000</li> </ul> </li> <li>• Commonwealth of Pennsylvania                             <ul style="list-style-type: none"> <li>o 2025: \$1,400,000</li> <li>o 2024: \$1,300,000</li> <li>o 2023: \$1,200,000</li> </ul> </li> <li>• State of Connecticut                             <ul style="list-style-type: none"> <li>o 2025: \$1,000,000</li> <li>o 2024: \$1,000,000</li> <li>o 2023: \$1,000,000</li> </ul> </li> <li>• State of Delaware                             <ul style="list-style-type: none"> <li>o 2025: \$500,000</li> <li>o 2024: \$400,000</li> <li>o 2023: \$400,000</li> </ul> </li> </ul> <hr/> <p>Major Municipal &amp; Agency Agreements                      In addition to state-level contracts, The Sourcing Group maintains significant agreements with major metropolitan entities and local agencies.</p> <p>New York / New Jersey Metro Area</p> <ul style="list-style-type: none"> <li>• New York City (NYC)                             <ul style="list-style-type: none"> <li>o 2025: \$42,287,088</li> <li>o 2024: \$44,776,218</li> <li>o 2023: \$43,279,161</li> </ul> </li> <li>• Port Authority of NY &amp; NJ (PANY&amp;NJ)                             <ul style="list-style-type: none"> <li>o 2025: \$192,347</li> <li>o 2024: \$319,525</li> <li>o 2023: \$243,414</li> </ul> </li> <li>• MTA (NYCT)                             <ul style="list-style-type: none"> <li>o 2025: \$25,956</li> <li>o 2024: \$52,391</li> <li>o 2023: \$59,572</li> </ul> </li> <li>• Essex County, NJ                             <ul style="list-style-type: none"> <li>o 2025: \$293,128</li> <li>o 2024: \$198,454</li> <li>o 2023: \$391,217</li> </ul> </li> <li>• Camden County, NJ                             <ul style="list-style-type: none"> <li>o 2025: \$191,420</li> <li>o 2024: \$281,327</li> <li>o 2023: \$373,868</li> </ul> </li> </ul> <p>California Municipalities</p> <ul style="list-style-type: none"> <li>• City of San Jose                             <ul style="list-style-type: none"> <li>o 2025: \$1,030,000</li> <li>o 2024: \$980,000</li> <li>o 2023: \$925,000</li> </ul> </li> <li>• City of San Francisco                             <ul style="list-style-type: none"> <li>o 2025: \$438,000</li> <li>o 2024: \$430,000</li> <li>o 2023: \$411,000</li> </ul> </li> <li>• City of Sunnyvale                             <ul style="list-style-type: none"> <li>o 2025: \$165,000</li> <li>o 2024: \$157,000</li> <li>o 2023: \$145,000</li> </ul> </li> <li>• City of Santa Clara                             <ul style="list-style-type: none"> <li>o 2025: \$134,000</li> <li>o 2024: \$130,000</li> <li>o 2023: \$125,000</li> </ul> </li> </ul> <p>Education Sector Agreements</p> <ul style="list-style-type: none"> <li>• Newark Board of Education                             <ul style="list-style-type: none"> <li>o 2025: \$53,095</li> <li>o 2024: \$173,654</li> <li>o 2023: \$471,875</li> </ul> </li> <li>• Montclair State University                             <ul style="list-style-type: none"> <li>o 2025: \$56,335</li> <li>o 2024: \$69,923</li> <li>o 2023: \$55,574</li> </ul> </li> </ul>
<p>24</p>	<p>List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?</p>	<p>TSG does not possess any such GSA or Standing Offers and Supply Arrangements (SOSA).</p>

**Table 2B: References/Testimonials**

**Line Item 25.** Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Kubota	Marcos DeSouza	817-756-1171, Ext. 4877	*
Emblem Health	Anthony Lopez	(347) 753-7463	*
Brinks, Inc.	Hugh Mouden - Sr. Director, Global Procurement & Strategic Sourcing	469-549-6137	*

**Table 3: Ability to Sell and Deliver Solutions (150 Points)**

Describe your company’s capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	<p>The Sourcing Group utilizes a Centralized 'Center of Excellence' Sales Model to service Sourcewell Participating Entities. Rather than relying on a dispersed generalist sales force, we manage all government and cooperative contracts through dedicated hubs located in Fairfield, NJ and Dallas, TX.</p> <p>1. The 'Center of Excellence' Structure: Our dedicated Government Account Teams in NJ and Dallas serve as the primary point of contact for all Sourcewell members. This structure ensures that every interaction is handled by a representative who is:</p> <ul style="list-style-type: none"> <li>• Fully Trained: Specifically educated on Sourcewell contract eligibility, pricing ceilings, and documentation requirements.</li> <li>• Compliance-Focused: Expert in government procurement nuances (e.g., purchase orders, tax exemption, federal flow-down clauses).</li> </ul> <p>2. National Reach via Digital Deployment: While our core teams are physically located in NJ and TX, they deploy a Consultative Inside Sales strategy to cover the entire United States and Canada. Leveraging our SourceKey technology and video-conferencing capabilities, these teams effectively manage complex projects, from initial consultation to final delivery, for Participating Entities in any geographic location, including remote areas.</p> <p>3. Advantage of Centralization: This model allows TSG to guarantee consistency. Unlike a decentralized model where contract terms might be misinterpreted by local reps, our centralized approach ensures that every Sourcewell member receives the exact same high standard of pricing, compliance, and service, regardless of their location.</p>	*

<p>27</p>	<p>Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.</p>	<p>Authorized Sellers (Contract Holders): Unlike traditional manufacturers that rely on independent, third-party dealers to hold the contract, The Sourcing Group, LLC serves as the primary Authorized Seller. We maintain a direct contractual relationship with the Participating Entity to ensure accountability, consistent pricing, and control.</p> <p>Authorized Affiliate (Diversity Spend): As identified in Question 3, TSG Direct (our certified WBE affiliate) is also designated as an Authorized Seller. This allows Participating Entities to route specific purchase orders through TSG Direct to satisfy Tier 1 Diversity Spend requirements while accessing the same Sourcewell pricing and terms.</p> <p>Distribution &amp; Service Network (The BPO Model): While TSG acts as the seller/merchant of record, our distribution method utilizes a Managed Business Process Outsourcing (BPO) Network.</p> <ul style="list-style-type: none"> <li>• Production: We leverage a vetted network of manufacturing partners located strategically across the United States and Canada. This allows us to route production to the facility closest to the Participating Entity, reducing freight costs and carbon footprint.</li> <li>• Installation: We deploy certified local installation partners for on-site work.</li> <li>• Differentiation: Crucially, these partners are subcontractors to TSG, not independent dealers. TSG retains full responsibility for the order, performance, and warranty, providing Sourcewell members with a single point of accountability.</li> </ul>
<p>28</p>	<p>Service force.</p>	<p>Managed Service &amp; Installation Network: TSG delivers nationwide service capabilities through a dual-layered approach that separates standard fulfillment from complex construction/installation.</p> <p>1. Heavy Installation &amp; Construction Force: For permanent signage requiring on-site construction (e.g., monument signs, electronic marquees), we deploy a vetted network of Certified Signage Installers. These partners are not merely "delivery" drivers; they are licensed contractors capable of:</p> <ul style="list-style-type: none"> <li>• Site Services: Permitting, engineering surveys, excavation, and concrete foundation pouring.</li> <li>• Technical Install: Electrical connections for LED/digital components and structural mounting.</li> <li>• Federal Compliance: TSG manages this network to ensure strict adherence to Davis-Bacon Act (prevailing wage) requirements for applicable public works projects, ensuring Participating Entities remain compliant with federal funding mandates.</li> </ul> <p>2. Fulfillment &amp; Logistics Network: For non-structural items (e.g., safety decals, interior wayfinding), TSG utilizes a national footprint of fulfillment centers to store, pick, pack, and distribute materials. This allows for rapid deployment of high-volume consumables to multiple locations simultaneously.</p> <p>3. Single Point of Accountability: Crucially, while our network performs the physical labor, TSG retains full project management responsibility. Our internal Project Managers oversee the "Service Force," handling scheduling, insurance verification (Certificate of Insurance tracking), and final sign-off, providing the member with a seamless "one-stop" experience.</p>

<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<p>As the Prime Contractor, TSG serves as the single point of financial and operational accountability, ensuring all purchases comply with Sourcwell contract terms, conditions, and pricing.</p> <p>1. Order Placement Options We offer two distinct ordering channels tailored to the complexity of the project:</p> <ul style="list-style-type: none"> <li>• Consultative Ordering (Complex Projects): For architectural signage (e.g., monuments, wayfinding systems), Entities work with our "Center of Excellence" team to define scope and engineering requirements. TSG provides a written quote referencing the Sourcwell contract number. Upon acceptance, the Entity issues a Purchase Order (PO) directly to The Sourcing Group.</li> <li>• Digital Ordering (SourceKey): For standard regulatory items (e.g., ADA placards, parking signs), Entities may utilize our proprietary SourceKey e-commerce platform. This system features "hard-coded" contract pricing and approval workflows, allowing authorized users to place orders instantly with a digital audit trail.</li> <li>• Diversity Spend Option: Entities with strict Tier 1 diversity mandates may choose to route orders through our certified affiliate, TSG Direct (WBE), to capture diversity credit while accessing the exact Sourcwell pricing and terms.</li> </ul> <p>2. Roles and Responsibilities</p> <p>The Sourcing Group (Proposer &amp; Prime Contractor) TSG acts as the "Service Provider" and "Authorized Seller," managing the entire lifecycle of the order:</p> <ul style="list-style-type: none"> <li>• Contract Administration: Holds the Master Agreement and serves as the sole financially responsible party.</li> <li>• Pricing Control: Establishes and maintains contract-compliant pricing via the SourceKey platform.</li> <li>• Project Management: Oversees order fulfillment, quality control, and coordination of the partner network.</li> <li>• Financial Services: Processes all invoicing and accepts Purchase Orders, P-Cards, and EFT payments.</li> </ul> <p>Authorized Production &amp; Installation Partners (The Network). Unlike a traditional dealer model, in which independent dealers hold the contract, TSG utilizes a vetted network of subcontractors bound by strict Service Level Agreements (SLAs). Their role is strictly operational:</p> <ul style="list-style-type: none"> <li>• Fabrication: Manufactures signage to approved specifications under TSG's "Proximity Sourcing" model (routing production to the facility closest to the Entity).</li> <li>• Execution: Provides technical support, submittals, and performs on-site installation and construction services.</li> <li>• Warranty Support: Fulfills warranty claims under the direction and oversight of TSG.</li> </ul> <p>3. Contract Compliance All manufacturing and installation partners are authorized and vetted by The Sourcing Group, but do not contract directly with the Participating Entity. TSG retains full responsibility for ensuring compliance. We employ a Three-Way Match audit process (comparing Quote, Vendor Invoice, and Customer Invoice) to verify that every dollar spent adheres to the "Not-to-Exceed" pricing structure of the Master Agreement.</p>
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<p>30</p>	<p>Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.</p>	<p>The Sourcing Group (TSG) maintains a structured customer service program designed to support Sourcewell Participating Entities throughout the full lifecycle of signage projects. Unlike decentralized models, where service varies by local dealer, TSG utilizes a Centralized "Center of Excellence" (COE) model to ensure consistent compliance, pricing, and project management regardless of the entity's location.</p> <p>1. Service Process and Access: The "Center of Excellence" Participating Entities are supported by dedicated Government Account Teams located in our primary service hubs in Fairfield, NJ, and Dallas, TX.</p> <ul style="list-style-type: none"> <li>• Single Point of Accountability: Every Participating Entity is assigned a dedicated Account Manager who serves as the "quarterback" for their projects, handling everything from quote generation to installation scheduling. These teams act as the single point of contact, ensuring every interaction is managed by a representative specifically trained in Sourcewell eligibility, "Not-to-Exceed" pricing ceilings, and tax-exemption requirements.</li> <li>• One-Call Resolution: Our primary service goal is a "One-Call Resolution". All service requests, whether received via phone, email, or the SourceKey portal, are logged into our central CRM and immediately assigned to a specific Government Account Manager. Because our COE staff are trained on contract terms, they can answer eligibility and pricing questions immediately without transferring the members to multiple departments.</li> <li>• Escalation: Unresolved or critical issues are automatically escalated to the Vice President to ensure resolution and customer satisfaction before the ticket is closed.</li> </ul> <p>2. Response-Time Capabilities &amp; Commitments We commit to the following Service Level Standards (SLAs) for all Sourcewell Participating Entities:</p> <ul style="list-style-type: none"> <li>• Inquiry Acknowledgement: &lt; 2 Business Hours (Phone/Email).</li> <li>• Standard Quote Generation: Same Business Day for catalog items.</li> <li>• Complex Project Scoping: Within 48 Hours for custom architectural or monument signage.</li> <li>• Warranty-Related Claims: Reviewed and actioned within two (2) business days.</li> <li>• Urgent Issues: Expedited response as soon as practicable, typically on the same business day.</li> </ul> <p>TSG tracks "Average Response Time" as a Key Performance Indicator (KPI) to ensure issues are resolved rapidly.</p> <p>3. Provider Incentives &amp; Network Management Because TSG operates an "Asset-Light" model, we utilize a vetted network of third-party manufacturing and installation partners. We ensure these providers meet our service goals through strict Service Level Agreements (SLAs) and volume-based incentives.</p> <ul style="list-style-type: none"> <li>• The "Preferred Partner" Incentive (Volume Steering): Our sourcing model allows us to route production to multiple facilities. We incentivize performance by directing more Sourcewell orders to partners who consistently meet the "On-Time Delivery" and "Quality Acceptance" metrics. Partners are motivated to prioritize Sourcewell orders because maintaining high performance scores ensures they continue to receive a steady stream of "pre-sold" volume from our national network, eliminating their need to incur their own sales costs.</li> <li>• Fast-Track Payment Incentives: Partners who maintain a &gt;98% Service Satisfaction Score are eligible for accelerated payment terms from TSG. This financial incentive ensures that our manufacturing network prioritizes Sourcewell projects over their standard commercial work.</li> <li>• Corrective Action: Partners that fail to meet these metrics face immediate corrective action. If a partner repeatedly fails to meet delivery or quality standards, they face loss of authorization and removal from the Sourcewell fulfillment network.</li> </ul> <p>4. Technology-Enabled Monitoring (SourceKey) To supplement our human support teams, we provide the SourceKey e-commerce platform for 24/7 service access.</p> <ul style="list-style-type: none"> <li>• Command Center Visibility: We utilize SourceKey to provide "Command Center" visibility into the service lifecycle, allowing TSG management to proactively identify potential delays (e.g., a permit hold on a monument sign) and intervene before the Participating Entity is impacted.</li> <li>• Digital Audit Trail: The system maintains a permanent record of all communication, art approvals, and invoices, ensuring that "Compliance... is the path of least resistance" for the entity.</li> </ul>
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<p>31</p>	<p>Describe your process for reviewing and adhering to state and local regulations related to the solution(s) you are proposing.</p>	<p>The Sourcing Group (TSG) maintains a structured, documented process to ensure that all permanent fixed-message signage solutions comply with applicable federal, state, and local regulations, codes, and standards. Because we operate a "Proximity Sourcing" model, we leverage local manufacturing partners who possess specific knowledge of regional bylaws to ensure strict adherence.</p> <p>1. Regulatory Identification and Review: At the start of each project, applicable regulations are identified based on the Participating Entity's location, jurisdiction, and intended use. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Building &amp; Zoning: State and local building and zoning codes, including "site verification and field measurements" to ensure proper placement.</li> <li>• Accessibility: Strict adherence to ADA (Americans with Disabilities Act) and AODA accessibility requirements regarding tactile lettering, Braille, and mounting heights.</li> <li>• Traffic Standards: Compliance with MUTCD (Manual on Uniform Traffic Control Devices) or equivalent provincial/state roadway standards for regulatory and safety signage.</li> <li>• Structural Safety: Evaluation of wind load, seismic, and structural requirements specific to the installation environment.</li> </ul> <p>TSG's manufacturing partners maintain current knowledge of regulatory requirements through ongoing monitoring of code updates and industry standards.</p> <p>2. Design and Engineering Compliance Signage designs are reviewed by qualified engineering and technical staff to ensure compliance with identified regulations.</p> <ul style="list-style-type: none"> <li>• Engineering Validation: Where required for complex structures (e.g., Monument Signs), designs are stamped by licensed professional engineers to address structural, wind, and seismic criteria specific to the installation location.</li> <li>• Material Safety: We ensure all specified materials meet environmental and material safety regulations, utilizing components selected to resist corrosion, impact, and vandalism.</li> </ul> <p>3. Coordination with Participating Entities and Local Authorities TSG's partners work collaboratively with Participating Entities and, when requested, with local authorities having jurisdiction (AHJs) to address permitting requirements, submittals, and compliance questions.</p> <ul style="list-style-type: none"> <li>• Documentation: We provide comprehensive documentation, such as "shop drawings," material specifications, and engineering calculations, to support municipal approval processes.</li> <li>• Permitting Support: Our scope includes coordination with municipal staff and utilities to facilitate the permitting process prior to excavation or installation.</li> </ul> <p>4. Technological Compliance Control (SourceKey) To further ensure adherence, TSG utilizes our SourceKey e-commerce platform to "hard code" compliance into the ordering process. This system restricts users to ordering only signage templates pre-approved by the Entity's central facilities or safety department, preventing the purchase of non-compliant items.</p> <p>4. Manufacturing and Quality Control (Vendor Management) Because TSG operates an "asset-light" model, we ensure regulatory adherence through strict oversight of our vetted partner network rather than direct fabrication.</p> <ul style="list-style-type: none"> <li>• SLA Enforcement: Products are manufactured in accordance with approved designs and applicable standards through binding Service Level Agreements (SLAs) with our manufacturing partners.</li> <li>• QA Procedures: Our quality control procedures verify that materials (e.g., retroreflective sheeting, aluminum grades), fabrication methods, and finishes meet regulatory and project-specific requirements prior to shipment.</li> <li>• Site Verification: For complex installations, we conduct "inspection of mounting stability and safety" to ensure the physical structure complies with local wind-load and safety engineering codes.</li> </ul> <p>5. Documentation and Recordkeeping (SourceKey) TSG utilizes our proprietary SourceKey platform to centralize compliance documentation, ensuring audit readiness for Participating Entities.</p> <ul style="list-style-type: none"> <li>• Digital Audit Trail: Compliance documentation, including engineering drawings, material certifications, and warranty information, is maintained digitally within the SourceKey system.</li> <li>• Retention: In accordance with Minnesota Statute 16C.05 and Sourcewell requirements, records are retained for a minimum of six (6) years to support audits, inspections, or future modifications.</li> <li>• Transparency: Participating Entities have on-demand access to these records, ensuring that "Compliance... is the path of least resistance".</li> </ul> <p>6. Ongoing Compliance and Continuous Improvement We view compliance as a dynamic requirement that evolves with municipal codes and federal regulations.</p> <ul style="list-style-type: none"> <li>• Feedback Loop: Feedback from field inspections, installations, and customer experience is incorporated into our continuous improvement processes and discussed during the required Annual Business Review with Sourcewell.</li> <li>• Regulatory Updates: Regulatory changes (e.g., updates to MUTCD or ADA standards) are reviewed by our "Center of Excellence" team and immediately integrated into the SourceKey catalog. This ensures that product design and manufacturing practices remain compliant throughout the term of the Sourcewell contract.</li> </ul>
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<p>32</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities.</p>	<p>Yes. Comprehensive Ability and Commitment.</p> <p>The Sourcing Group (TSG) is fully able, willing, and eager to provide our complete catalog of "Permanent, Fixed-Message Signage" solutions to the full spectrum of Sourcewell Participating Entities in the United States and Canada.</p> <p>1. Capability (The BPO Advantage): Unlike regional manufacturers limited by the geography of their physical plant, TSG's Asset-Light BPO Model ensures we have the ability to serve entities regardless of location—from major metropolitan school districts to remote Tribal governments or rural municipalities.</p> <ul style="list-style-type: none"> <li>• Scalability: Our network of vetted manufacturing and installation partners allows us to scale production capacity up or down instantly to meet the needs of any entity, ensuring no project is too large or too small.</li> <li>• Digital Access: Our SourceKey e-commerce platform provides every Participating Entity, regardless of time zone, with immediate access to ordering, design proofing, and spend reporting.</li> </ul> <p>2. Willingness (Compliance &amp; Diversity): We understand that serving the public sector requires more than just shipping product. We are fully willing to adhere to the unique administrative requirements of Sourcewell members, including:</p> <ul style="list-style-type: none"> <li>• Federal Compliance: Adherence to Davis-Bacon Act prevailing wage requirements for installation projects.</li> <li>• Diverse Spend: Utilizing our TSG Direct affiliate to help members meet Tier 1 WBE goals.</li> <li>• Entity Types: We are committed to serving all eligible classes: K-12 Education, Higher Education, Tribal Governments, Nonprofits, and Federal/State/Municipal agencies.</li> </ul>
<p>33</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.</p>	<p>Yes. Capability via Managed Network.</p> <p>The Sourcing Group is fully willing and able to service Sourcewell Participating Entities throughout Canada. While our current market share in Canada is developing (&lt;5%), our Asset-Light BPO Model allows us to rapidly scale to meet this demand without the logistical barriers faced by traditional manufacturers.</p> <p>1. The Service Model (In-Country Production): To support Canadian entities efficiently, TSG does not rely solely on cross-border shipping, which can introduce customs delays and duty complexities. Instead, we utilize a Domestic Canadian Partner Network. By sourcing production through vetted partners located within Canadian provinces, we ensure:</p> <ul style="list-style-type: none"> <li>• Faster delivery times.</li> <li>• Avoidance of international freight/tariffs.</li> <li>• Support for the local Canadian economy.</li> </ul> <p>2. Digital Accessibility: Our SourceKey e-commerce platform is accessible to Canadian members for seamless ordering. We are prepared to configure specific catalogs to reflect Canadian currency (CAD) and product availability as required by the Participating Entity.</p> <p>3. Regulatory Compliance: We are fully willing to adhere to specific Canadian requirements, including:</p> <ul style="list-style-type: none"> <li>• Language: Compliance with bilingual labeling/documentation (English/French) where required by provincial law (e.g., Quebec).</li> <li>• Trade Agreements: Adherence to CUSMA/USMCA standards for any cross-border materials.</li> <li>• Provincial Laws: We are prepared to align with local provincial procurement statutes.</li> </ul>

34	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	<p>The Sourcing Group (TSG) places no geographic limitations on this proposal. We are committed to serving 100% of Sourcewell's Participating Entities throughout the United States, its Territories, and Canada.</p> <p>1. Universal Coverage via Distributed Production: Unlike traditional manufacturers constrained by a single factory location and high long-distance freight costs, TSG's Asset-Light BPO Model utilizes a vetted network of production partners strategically located across North America. This allows us to route orders to the facility closest to the Participating Entity—whether in Florida, British Columbia, or Alaska—ensuring consistent service regardless of geography.</p> <p>2. Remote &amp; Offshore Locations: We fully service non-contiguous regions, including:</p> <ul style="list-style-type: none"> <li>• Alaska &amp; Hawaii: Served through our West Coast partner network.</li> <li>• US Territories: (e.g., Puerto Rico, Guam) Served via consolidated freight.</li> <li>• Canada: Served primarily through domestic Canadian partners to minimize cross-border friction.</li> </ul> <p>Note: While there are no exclusions, specific freight terms for complex delivery to remote or offshore locations (e.g., fly-in communities) will be quoted in accordance with the 'Freight' provisions detailed in Question 68.</p>
35	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	<p>None.</p> <p>TSG places no restrictions on any eligible Sourcewell Participating Entity. We are fully capable of serving the complete membership spectrum defined in the Master Agreement:</p> <ul style="list-style-type: none"> <li>• Federal &amp; Tribal Governments: We are equipped to manage strict federal flow-down requirements (e.g., Buy American Act, Davis-Bacon Act) and respect Tribal procurement codes.</li> <li>• Non-Profits &amp; Education: We extend full contract pricing and benefits to all eligible non-profit and educational institutions.</li> <li>• Diversity Mandates: Entities with Tier 1 WBE spend requirements may access this contract through our certified affiliate, TSG Direct, to satisfy diversity goals</li> </ul>
36	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>No Service Restrictions.</p> <p>The Sourcing Group places no restrictions on the participation of entities in Hawaii, Alaska, or US Territories. We are fully prepared to service these regions through our established logistics network.</p> <p>Logistics &amp; Freight Requirements: Due to the heavy, custom nature of permanent signage (e.g., stone monuments, digital marquees) and the requirement for ocean or air transit to non-contiguous regions:</p> <ul style="list-style-type: none"> <li>• Production Strategy: We utilize manufacturing partners located on the West Coast (for AK/HI) and Florida (for Puerto Rico/USVI) to minimize transit distance and costs.</li> <li>• Freight Terms: Unlike standard contiguous US orders, shipments to these regions are typically quoted FOB Origin or with a transparent freight surcharge (Pre-pay and Add), which is disclosed and agreed upon before order release.</li> <li>• Lead Times: Participating Entities in these regions are advised that transit times may be extended by 5-10 business days, depending on ocean freight schedules.</li> </ul>
37	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	<p>"Yes. Fully Inclusive. The Sourcing Group (TSG) affirmatively agrees to extend the full terms, conditions, and pricing of the Master Agreement to all eligible non-profit entities. We recognize that non-profits constitute a vital and growing segment of the Sourcewell membership.</p> <p>1. Strategic Alignment: Our product offering (Signage and Brand Management) is particularly well-suited for the non-profit sector. From donor recognition walls and capital campaign signage to wayfinding for non-profit hospitals and universities, our portfolio directly supports the fundraising and operational goals of these organizations.</p> <p>2. Administrative Readiness: We are fully prepared to support the administrative requirements unique to non-profits, including:</p> <ul style="list-style-type: none"> <li>• Tax-Exempt Processing: Our billing systems are configured to validate and store tax-exemption certificates to ensure accurate invoicing.</li> <li>• Grant Compliance: As a BPO provider, we are experienced in providing the detailed spend reporting often required by non-profits to satisfy grant funding stipulations." </li></ul>

**Table 4: Marketing Plan (100 Points)**

Line Item	Question	Response *
38	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>The 'Sourcewell Center of Excellence' (COE) Strategy TSG will deploy a centralized marketing and compliance model. Unlike decentralized vendors where local sales reps may be unfamiliar with cooperative requirements, TSG manages all Sourcewell activity through our dedicated Center of Excellence (COE).</p> <p>1. Internal Training &amp; Compliance (The COE Mandate): Per the Participating Entity Requirements (Article 5) of the Master Agreement, a supplier must familiarize its sales force with eligibility requirements. To meet this, the TSG COE Team will complete a mandatory "Sourcewell Program Certification" prior to contract launch. This training covers:</p> <ul style="list-style-type: none"> <li>• Eligibility Verification: Identifying eligible education, government, and non-profit entities.</li> <li>• Pricing Compliance: ensuring all quotes generated adhere to the "Not-to-Exceed" ceiling prices.</li> <li>• Fee Administration: ensuring the administrative fee is correctly calculated and included in the pricing.</li> </ul> <p>2. Co-Branded Marketing (Trust Signals): We will utilize the Grant of License (Article 13) to deploy the Sourcewell logo across our digital and print assets.</p> <ul style="list-style-type: none"> <li>• Digital Catalogs: The Sourcewell logo will be embedded on the SourceKey landing page, signaling to users that they are in a pre-vetted, compliant purchasing environment.</li> <li>• Proposal Templates: All outbound proposals from the COE will feature co-branding, reinforcing that the offer is part of the authorized contract.</li> </ul> <p>3. Leveraging Tech to Streamline Needs: We leverage SourceKey metadata to streamline the member experience.</p> <ul style="list-style-type: none"> <li>• Smart Routing: When a member from a known government domain (e.g., .gov or .edu) accesses our site, the system recognizes their status and routes them to the Sourcewell Contract View, displaying only approved products and contract pricing.</li> <li>• Inventory Transparency: The platform provides real-time visibility into stock levels, preventing backorders on critical signage projects.</li> </ul>
39	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Data-Driven Acquisition: The "Predictive Targeting" Model</p> <p>Unlike traditional vendors who rely on broad catalog blasts, TSG leverages external public data and our proprietary SourceKey technology to target demand at the exact moment of need.</p> <p>1. External Data Mining (Predictive Acquisition): We utilize public sector data aggregators to identify "trigger events" that precede signage purchases.</p> <ul style="list-style-type: none"> <li>• Capital Projects: When a School District passes a bond measure or a Municipality approves a "Downtown Revitalization" budget, our COE Marketing Team is alerted.</li> <li>• The Action: We immediately deploy a targeted digital campaign to the procurement officials of that specific entity. The campaign features the Sourcewell contract as the "Fast-Track Solution" to execute their funded project without the delays of a new bid cycle.</li> </ul> <p>2. Geo-Targeting via SourceKey: We will utilize IP-address recognition technology on our SourceKey e-commerce platform.</p> <ul style="list-style-type: none"> <li>• The Mechanism: When a user visits our site from a known government or education domain (e.g., .gov or .edu), the system automatically adjusts their user experience.</li> <li>• The Result: The user is served a "Sourcewell Welcome" banner and directed to the pre-negotiated Sourcewell Contract Catalog. This utilizes "passive marketing" to ensure compliance is the path of least resistance.</li> </ul> <p>3. Social Sentiment &amp; Rebranding Tracking: Our marketing team monitors social media and news outlets for announcements of "University Rebrands" or "Municipal Logo Changes." These events guarantee a need for updated Wayfinding and Monument signage. We use this intelligence to proactively pitch a "Sourcewell-Compliant Rebrand Package" before the entity even issues an RFP.</p>

40	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	<p>"Sourcewell as the "License"; TSG as the Execution Engine</p> <p>1. Sourcewell's Role (The Legislative Authority): We view Sourcewell's primary role as providing the "Compliance Bridge." In the fragmented government market, procurement officers often want to buy but are paralyzed by bid thresholds. Sourcewell provides the legislative authority (Joint Powers Laws) that validates the purchase.</p> <ul style="list-style-type: none"> <li>• The Value: We do not view Sourcewell as a lead generator. We view Sourcewell as the "Closing Tool" that validates our pricing and allows our COE team to convert interest into orders immediately.</li> </ul> <p>2. Integration into the Sales Process (The Acquisition Model): We will integrate the Sourcewell Master Agreement into our sales cycle as a "New Member Acquisition" vehicle, mirroring the aggressive strategy we successfully deployed to secure over \$20M in state contracts (NY, NJ, PA, CT).</p> <ul style="list-style-type: none"> <li>• Phase 1: The "Door Opener" (Acquisition): Our COE Sales Team will target eligible entities (School Districts, Municipalities) that are not currently TSG customers. The pitch is not just "Signage," but "Procurement Efficiency." We present the Sourcewell contract number immediately to establish trust and bypass the objection of "we need to go out to bid."</li> <li>• Phase 2: The "Digital Lock" (SourceKey Integration): Once a new entity is acquired using the Sourcewell contract, we onboard them into SourceKey.             <ul style="list-style-type: none"> <li>◦ Hard-Coded Compliance: The Sourcewell Master Agreement pricing is hard-coded as their default catalog.</li> <li>◦ The "Standard": We build a "Standard Signage Portal" for the client (e.g., "District X Standard ADA Signs"). This turns a one-time Sourcewell purchase into a recurring, compliant revenue stream that requires no manual sales intervention.</li> </ul> </li> <li>• Phase 3: Strategic Expansion (The Kubota Model): Leveraging our experience with large enterprise programs like Kubota (Reference 25-1), we utilize the Annual Business Review (Article 7) to identify trends. If we see a cluster of Sourcewell members buying "Park &amp; Trail" signage in a specific region, we launch a regional "Co-Op Purchasing Campaign" to drive volume discounts for that specific cluster, further integrating the contract into their operational planning.</li> </ul>
41	Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Yes. Proprietary "SourceKey" Compliance Platform. The Sourcing Group offers an industry-leading, proprietary e-commerce platform called SourceKey. Unlike off-the-shelf solutions, SourceKey is specifically architected to support the complex procurement workflows of government and education entities.</p> <p>1. Configurable Signage Management: SourceKey supports the full range of products required by this contract:</p> <ul style="list-style-type: none"> <li>• Inventory Management: For standard regulatory items (e.g., Stop Signs, ADA Placards), the system displays real-time stock levels.</li> <li>• Variable "Print-on-Demand": For unique signage (e.g., Office Nameplates, Event Wayfinding), users utilize pre-approved templates to customize text while maintaining strict brand and regulatory consistency.</li> </ul> <p>2. Government &amp; Education Usage: Our public sector clients utilize SourceKey to enforce internal controls:</p> <ul style="list-style-type: none"> <li>• Approval Hierarchies: We configure the system to mirror the entity's org chart. A facility manager can place an order, but it will not advance to production until it receives digital approval from the designated Procurement Officer.</li> <li>• Budget Code Enforcement: The system requires users to input specific GL or Grant Codes at checkout, ensuring that spend is allocated correctly for audit purposes.</li> </ul> <p>3. Administrative Transparency: SourceKey provides Sourcewell and Participating Entities with "Command Center" visibility. Administrators can access real-time dashboards to review:</p> <ul style="list-style-type: none"> <li>• Spend by Product: Identifying high-volume items for potential bulk-buy savings.</li> <li>• Spend by User/Department: Tracking contract adoption across the organization.</li> <li>• Contract Compliance: Ensuring 100% of spend adheres to the Master Agreement pricing and terms.</li> </ul> <p>TSG recommends a detailed demonstration of this tool to showcase its ability to streamline the "Procure-to-Pay" cycle.</p>

**Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)**

Line Item	Question	Response *
42	Describe any product, equipment, maintenance, or operator training	We offer comprehensive training programs for Sourcewell participating entities to ensure the successful installation, operation, and maintenance of permanent fixed-messaging signage.

programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.

These programs include standard and optional training options, depending on the specific signage solution chosen.

### 1. Product and Equipment Training

Purpose: To educate participants on how to effectively operate and utilize the permanent fixed-messaging signage systems.

Standard Training:

Includes:

Basic operation of the digital signage system (e.g., how to create and upload messages, control settings, adjust brightness, etc.).

Introduction to the hardware and software interfaces.

System safety protocols, such as power-down procedures and handling of sensitive components.

Who Provides Training: Manufacturer-certified trainers or company technicians.

Cost: Typically included with the purchase of the signage system. Additional on-site or advanced training may incur extra charges.

Optional Advanced Training:

Includes:

In-depth software usage, such as advanced content scheduling, automation features, and troubleshooting.

System diagnostics, identifying and resolving common technical issues.

Integrating signage with other systems (e.g., traffic management systems and alert systems).

Who Provides Training: Specialized technical support teams or third-party trainers with expertise in digital signage systems.

Cost: Additional fees based on the scope and duration of the training.

### 2. Maintenance Training

Purpose: To ensure long-term reliability and optimal performance of the signage systems through regular maintenance.

Standard Maintenance Training:

Includes:

Routine maintenance tasks such as cleaning the screen, checking connections, updating software, and replacing consumables (e.g., fuses, bulbs for non-LED systems).

Basic troubleshooting for common issues, such as image display problems or connectivity failures.

Who Provides Training: In-house technical staff or authorized service providers.

Cost: Generally included in a service agreement or warranty. In some cases, it may be provided as part of an annual maintenance contract.

Optional Advanced Maintenance Training:

Includes:

Advanced troubleshooting and diagnostics, including software updates, repair of internal components, and handling of more complex technical problems.

Insights into the longevity of various components and when to replace them.

Who Provides Training: Certified technicians or external service providers specializing in digital signage maintenance.

Cost: Additional fees may apply for in-depth training programs that involve complex equipment or troubleshooting scenarios.

### 3. Custom Training Programs

Purpose: Tailored training programs for unique signage solutions or specialized needs.

Includes:

Custom-designed programs based on the unique needs of the organization (e.g., integrating multiple signage systems, combining digital and static signage).

On-site training sessions for larger teams or more complex installations.

Content creation and best practices for signage communication.

		<p>Who Provides Training: A combination of in-house experts and specialized external trainers.                  Cost: Custom training programs are priced based on the scope and duration of the training. Costs are usually discussed in advance to ensure alignment with the organization's specific needs."</p>
<p>43</p>	<p>Describe in detail your warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response.</p>	<p>At The Sourcing Group (TSG), in conjunction with our manufacturing partners, we stand behind the quality of our permanent fixed-message signage, offering a comprehensive warranty program designed to provide peace of mind and ensure long-term reliability. Below is a detailed explanation of the warranty, including conditions, requirements to qualify, the claims procedure, and the overall structure.</p> <p>1. Warranty Coverage</p> <p>Our warranty covers defects in materials and workmanship under normal use and maintenance conditions. The warranty ensures that the fixed-message signage system will perform as intended, free from manufacturing defects.</p> <p>Signage Structure &amp; Frame: 10-year warranty against structural failure due to manufacturing defects, such as corrosion or material deterioration.                  LED Display Panel: 5-year warranty on LED panels, covering issues like pixel failure, color fading, or malfunctions that impair visibility.                  Electronic Components: 3-year warranty on all electronic components, including power supplies, controllers, and other internal systems.                  Surface Finish &amp; Coatings: 5-year warranty against fading, cracking, or peeling of coatings applied to the signage surface under normal weather exposure.</p> <p>2. Conditions &amp; Requirements to Qualify</p> <p>To ensure that the warranty remains valid, the following conditions and requirements must be met:</p> <p>Proper Installation: The signage must be installed by a licensed and trained professional following SA-SO's guidelines for installation. The warranty does not cover damage resulting from improper installation or alterations.                  Regular Maintenance: Regular maintenance should be conducted in accordance with SA-SO's maintenance guidelines, which include periodic cleaning, inspection of electrical components, and replacement of any damaged parts.                  Authorized Use: The signage must be used only for its intended purpose as outlined in the product specifications. Any misuse, accidental damage, or modifications will void the warranty.                  Proof of Purchase: A copy of the purchase order or invoice must be retained as proof of purchase for warranty claims.</p> <p>3. Claims Procedure</p> <p>In the event of a warranty claim, the following steps must be followed:</p> <p>1. Notification: The customer must contact SA-SO's customer support team within the warranty period upon discovering a defect or malfunction. Claims should be submitted in writing, including a detailed description of the issue.                  2. Inspection &amp; Diagnosis: Upon receipt of a claim, SA-SO will arrange for a remote or on-site inspection by a qualified technician (if necessary) to diagnose the issue. Any signs of improper installation, misuse, or damage will be assessed to determine warranty eligibility.                  3. Resolution Options:                  Repair: If the issue is covered by the warranty, we will repair the defective component at no cost to the customer.                  Replacement: If the signage component cannot be repaired, SA-SO will provide a replacement part or, if necessary, a replacement unit that matches the original specifications.                  Refund: In some cases, a full refund may be offered if repair or replacement is not feasible.                  4. Return Shipping: In the event that the signage or parts need to be returned for repair or replacement, SA-SO will cover shipping costs for the return of the defective item and send the replacement or repaired item back at no charge.                  5. Exclusions: The warranty does not cover damage caused by external factors such as natural disasters, vandalism, accidents, or improper handling. Additionally, any repairs or modifications performed by unauthorized parties will void the warranty.</p> <p>4. Warranty Terms &amp; Limitations</p> <p>The warranty is non-transferable and applies only to the original purchaser.                  The warranty period for each component begins on the date of installation or the delivery date, whichever comes first.                  SA-SO reserves the right to inspect the defective product before issuing a warranty</p>

		<p>replacement or repair. Any third-party service providers (for installation or maintenance) must be pre-approved by SA-SO to avoid voiding the warranty.</p> <p>5. Warranty Support Contact</p> <p>For warranty claims or inquiries, customers can contact SA-SO's customer service department:</p> <p>Email: support@sa-so.com Phone: (555) 123-4567 Website: www.sa-so.com"</p>
44	<p>Describe whether any of your products are weather-resistant or have attributes which enable them to remain durable in unfavorable conditions (UV-resistant, anti-graffiti coatings, rust-proof, etc.).</p>	<p>"We understand the importance of ensuring that permanent fixed-message signage remains reliable and effective under all weather conditions. Our signage products are specifically designed to withstand environmental challenges such as UV radiation, extreme temperatures, moisture, and vandalism. Below is a detailed overview of the weather-resistant and durability-enhancing features incorporated into our signage:</p> <p>1. UV-Resistant Coatings</p> <p>All of our permanent fixed-message signs are treated with high-quality UV-resistant coatings to protect against the damaging effects of the sun's rays. These coatings prevent the fading of the sign's graphics, colors, and surface materials over time. This ensures that the sign remains highly visible and readable, even after years of exposure to intense sunlight.</p> <p>Benefit: The UV-resistant coating prolongs the life of the signage's appearance, preventing degradation and maintaining color vibrancy.</p> <p>2. Anti-Graffiti Coatings</p> <p>To protect against vandalism and the accumulation of graffiti, SA-SO offers signage with optional anti-graffiti coatings. These coatings provide a protective layer that makes it easier to clean and remove graffiti without damaging the sign's surface. Our anti-graffiti treatment also helps to resist oil-based stains, paint, and other adhesives commonly used by vandals.</p> <p>Benefit: This feature ensures that signage remains clean and readable, even in areas prone to graffiti, reducing maintenance costs and time.</p> <p>3. Rust-Proof and Corrosion-Resistant Materials</p> <p>We utilize rust-proof and corrosion-resistant materials in the construction of all our permanent signage frames, posts, and other exposed structural components. Our steel and aluminum components are coated with advanced anti-corrosion treatments, ensuring that the sign maintains its structural integrity even in harsh, humid, or salty environments (such as coastal regions).</p> <p>Benefit: The rust-proof materials prevent the degradation of the frame and ensure a long lifespan, reducing the need for repairs and replacements due to rust or corrosion.</p> <p>4. Weatherproof Electronics</p> <p>For digital fixed-message signage, all internal electronics, including LED displays, power supplies, and controllers, are enclosed in weatherproof, sealed enclosures. These enclosures are designed to protect the internal components from moisture, dust, and dirt, ensuring continued operation in rain, snow, or extreme temperatures.</p> <p>Benefit: This level of protection ensures that the signage operates reliably year-round, regardless of weather conditions, and reduces the risk of electrical malfunctions due to exposure.</p> <p>5. Temperature Resistance</p> <p>SA-SO's fixed-message signage is engineered to perform in a wide range of temperatures, from extreme cold to intense heat. The materials used for both structural components and digital displays are chosen for their ability to maintain functionality across a range of temperatures, preventing issues such as freezing, overheating, or material warping.</p> <p>Benefit: This ensures that the signage will continue to operate effectively even in regions with significant temperature fluctuations.</p> <p>6. Impact-Resistant and Vandal-Proof</p> <p>Our signage products are built with impact-resistant materials that can withstand physical impacts, such as from flying debris or accidental contact. The outer panels of the signs are made from high-impact acrylic or polycarbonate, which are durable enough to resist cracking or shattering.</p>

Benefit: This feature provides an added layer of protection for signs in areas where physical damage or accidents are a concern, increasing the longevity of the product.

#### 7. Wind and Weather Load-Resistant Design

SA-SO's permanent fixed-message signage is designed to withstand heavy wind and weather loads. The structural design of our signage ensures it can withstand high winds, including gusts that may occur during stormy conditions. In areas prone to strong winds, we recommend additional reinforcement options for optimal stability.

Benefit: The durability of the design ensures that the sign remains secure and operational, even in areas exposed to frequent or extreme weather events.

Signage is specifically engineered to be highly durable and weather-resistant. Our products are built to perform and maintain their integrity across a range of environmental conditions, offering long-term reliability and reduced maintenance costs. By incorporating advanced coatings and materials such as UV-resistant finishes, anti-graffiti treatments, corrosion-resistant structures, and weatherproof enclosures, we provide signage solutions that stand up to the elements and remain functional and visually appealing throughout their lifespan.

Should you have any specific environmental conditions or additional concerns regarding durability, our team can provide tailored recommendations to ensure that the signage will meet the demands of your project."

<p>45</p>	<p>Describe any technological advances that your proposed Solutions offer.</p>	<p>" 1. Digital Signage</p> <p>Interactive Displays: These are becoming more common for customer engagement. These signs allow users to interact with the display to get information, directions, or promotions. LED Screens: High-quality, energy-efficient LED displays can offer bright and vibrant signage, both indoors and outdoors, with options for dynamic content and real-time updates.</p> <p>2. Smart Signage Solutions</p> <p>Real-Time Data Integration: Smart signage systems that update content based on real-time data (like weather, traffic, or social media feeds) are advancing rapidly. These systems use cloud-based software to change content dynamically based on various inputs. Beacon Technology: Beacons can be used for location-based services, sending messages or promotions to people based on their proximity to the sign. This is useful in retail, events, or museums.</p> <p>3. 3D and Holographic Signs</p> <p>3D Displays: Using advanced projection or holographic technology, some companies are creating 3D displays that appear to float in mid-air without the need for glasses. This can be an exciting way to showcase products or branding. Augmented Reality (AR): Some companies are integrating AR technology with signage. When customers scan the sign with their smartphones or AR glasses, they might be able to see additional content, animations, or virtual products layered on top of the real-world display.</p> <p>4. Sustainable Materials &amp; Manufacturing</p> <p>Eco-Friendly Options: The use of sustainable and recyclable materials in the production of signage is becoming more common. Advances in manufacturing processes, such as using solar-powered signs, can make the signs more environmentally friendly. Energy-Efficient Designs: LED lighting and low-power-consuming digital signs not only cut down on electricity usage but also reduce the carbon footprint of a business.</p> <p>5. Customization Software</p> <p>Online Platforms: Many suppliers, including sign companies like SA-SO, are developing platforms that allow customers to design their own signage online using customizable templates. These platforms might use AI to suggest designs or optimize layouts. Automated Production: Some suppliers are integrating AI or robotic systems in their production lines to create highly precise and custom signage faster than traditional methods. This can reduce production time and costs.</p> <p>6. QR Codes and Contactless Technology</p> <p>QR Code Integration: More businesses are incorporating QR codes into their signage to give users instant access to websites, promotions, or additional information. This can be a valuable addition, especially in the current age of contactless interactions. NFC Technology: Similar to QR codes but more seamless, Near Field Communication (NFC) technology can allow customers to interact with signs by simply tapping their phone on an embedded chip, redirecting them to a website or special content.</p> <p>7. Data Analytics and Audience Measurement</p> <p>Digital Signage Analytics: Advanced signage systems often include built-in analytics to measure how long people spend viewing the sign, which content is most engaging, and even demographic data (age, gender) when sensors are used. This helps businesses tailor their messages more effectively. AI for Audience Targeting: AI can be used to display personalized content based on customer behaviors or preferences, allowing for targeted messaging that is more relevant and effective."</p>
<p>46</p>	<p>Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.</p>	<p>" 1. Use of Eco-Friendly Materials</p> <p>Initiative: We use sustainable materials, including recycled plastics, aluminum, and biodegradable components, in our signage products.</p> <p>Certifying Agencies:</p> <p>Forest Stewardship Council (FSC): Certifies wood-based materials that are sourced responsibly and sustainably. Cradle to Cradle (C2C): Certifies products that are made with sustainable and recyclable materials, and designed with a closed-loop system. Green Seal: Certifies products that meet specific environmental standards, including materials used in production.</p> <p>2. Energy-Efficient Lighting and Digital Displays</p>

Initiative: We incorporate energy-efficient LED technology in our signs. LED lights use less power, last longer, and have a lower environmental impact than traditional incandescent or fluorescent lights.

Certifying Agencies:

Energy Star: Certifies energy-efficient lighting and appliances, ensuring they meet strict energy-efficiency standards.

DesignLights Consortium (DLC): Certifies energy-efficient commercial lighting, including LED signage, to ensure it meets sustainability criteria.

### 3. Solar-Powered Signage

Initiative: Solar-powered signs can help reduce reliance on electricity by powering outdoor or digital signs with solar panels. This reduces the signage's carbon footprint and aligns with sustainability goals.

Certifying Agencies:

Solar Energy Industries Association (SEIA): Promotes solar energy through certification programs.

International Organization for Standardization (ISO): ISO 14001 certification for environmental management systems could be relevant for companies using solar technologies and aiming to reduce environmental impact.

### 4. Low-VOC Paints and Finishes

Initiative: Low-VOC (Volatile Organic Compound) paints and finishes are used in the manufacturing of signs to reduce harmful emissions and improve air quality.

Certifying Agencies:

GREENGUARD: Certifies low-VOC products that contribute to better indoor air quality.

Green Seal: This organization certifies paints and coatings with low or no VOCs, promoting healthier environments.

### 5. Waste Reduction and Recycling Programs

Initiative: We implement recycling programs for leftover materials and minimize waste during the manufacturing process. This can involve recycling old signage or using scrap materials creatively.

Certifying Agencies:

Zero Waste Certification: Certifies companies that send little to no waste to landfills, helping businesses reduce their environmental footprint.

Green Business Bureau: Certifies businesses that take part in sustainable practices, including waste reduction and recycling.

### 6. Sustainable Shipping and Packaging

Initiative: Using eco-friendly packaging for products, such as biodegradable or recyclable boxes, and opting for carbon-conscious shipping methods to reduce the environmental impact of transportation.

Certifying Agencies:

FSC (Forest Stewardship Council): Certifies sustainable packaging materials such as cardboard and paper.

Carbon Trust: Certifies companies that measure and reduce their carbon footprint, including carbon-neutral shipping options.

### 7. Sustainable Manufacturing Practices

Initiative: Using energy-efficient machinery, implementing lean manufacturing techniques, and reducing water and chemical usage in the production of signs.

Certifying Agencies:

ISO 50001: The international standard for energy management, which helps companies improve energy efficiency.

EPA's ENERGY STAR: Certifies companies with sustainable, energy-efficient manufacturing processes."

<p>47</p>	<p>Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.</p>	<p>"We are committed to sustainability and reducing our environmental impact throughout the life cycle of our products. As part of this commitment, we have earned and actively maintain several third-party certifications related to energy efficiency, conservation, and green design. The Solutions proposed for this project are aligned with these certifications to ensure high environmental standards. Below are the key eco-labels and certifications that apply to the solutions included in our proposal:</p> <ol style="list-style-type: none"> <li>1. Energy Efficiency Certifications                     <p>Energy Star Certification: Many of our digital and LED signage solutions are certified under the Energy Star program, ensuring they meet strict energy-efficiency guidelines, reduce energy consumption, and minimize greenhouse gas emissions.</p> <p>DesignLights Consortium (DLC) Certification: Our LED-based signage products meet the DLC standards for high performance and energy efficiency, ensuring they are among the most energy-efficient options on the market.</p> </li> <li>2. Sustainability and Environmental Management                     <p>ISO 14001 (Environmental Management System): SA-SO Sign Company is certified under ISO 14001, which demonstrates our commitment to minimizing environmental impacts through efficient resource management, waste reduction, and continuous improvement in our environmental practices.</p> <p>Cradle to Cradle Certified™ (Silver): Some of our products have achieved Cradle to Cradle Certified™ (Silver) status, a globally recognized certification that ensures our signage solutions are designed with sustainability in mind. This certification evaluates our products across several sustainability criteria, including material health, product circularity, clean energy, and water stewardship.</p> </li> <li>3. Sustainable Materials and Manufacturing                     <p>Forest Stewardship Council (FSC) Certification: For our wooden signage materials, we use FSC-certified products, ensuring the wood is sourced from responsibly managed forests that meet environmental, social, and economic standards.</p> <p>Green Seal Certification: Our company also adheres to Green Seal standards for the materials used in our products, ensuring that our signage is made from environmentally responsible and non-toxic materials whenever possible.</p> </li> <li>4. Waste Reduction and Recycling                     <p>Zero Waste Certification: SA-SO Sign Company is actively working towards Zero Waste certification, which recognizes our efforts to minimize waste through recycling, reusing, and reducing waste generated in our manufacturing processes. We aim to divert as much waste as possible from landfills, contributing to a more sustainable operation.</p> </li> <li>5. Carbon Footprint &amp; Climate Action                     <p>Carbon Trust Standard: We have been awarded the Carbon Trust Standard, demonstrating our ongoing efforts to reduce carbon emissions across our manufacturing processes and the products we offer customers. This certification shows our commitment to tackling climate change through effective carbon management.</p> </li> <li>6. Additional Sustainability Efforts                     <p>LEED (Leadership in Energy and Environmental Design): SA-SO Sign Company's signage solutions can contribute to LEED points for sustainable building projects. We design and manufacture signage that supports green building initiatives by using energy-efficient lighting, sustainable materials, and low-emission coatings.</p> </li> </ol> <p>By incorporating these eco-certifications, SA-SO Sign Company ensures that the products we offer not only meet the highest standards for quality and performance but also contribute to environmental conservation and sustainability throughout their lifecycle. We are dedicated to reducing the environmental footprint of our products while providing our customers with innovative and durable signage solutions."</p>
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<p>48</p>	<p>What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?</p>	<p>Unique Attribute: The "Technology-Enabled Sourcing" Model                  Unlike traditional manufacturers constrained by the capacity and geography of a single factory, The Sourcing Group (TSG) operates a "Technology-Enabled Sourcing" model. This unique approach offers Sourcwell Participating Entities four distinct advantages that standard vendors cannot match:</p> <ol style="list-style-type: none"> <li>1. "Proximity Sourcing" (Freight Reduction &amp; Sustainability) While competitors must ship products from a single manufacturing hub—often incurring high freight costs and carbon emissions for long-haul delivery—TSG utilizes a national network of vetted manufacturing partners.                     <ul style="list-style-type: none"> <li>• The Advantage: We route every order to the qualified facility geographically closest to the Participating Entity. This drastically reduces transit times and freight costs while lowering the carbon footprint associated with logistics, supporting the member's "Green" initiatives.</li> </ul> </li> <li>2. Infinite Capacity &amp; Risk Mitigation Standard manufacturers have a "capacity ceiling" based on their equipment. If their machine breaks or labor is short, the member's order is delayed.                     <ul style="list-style-type: none"> <li>• The Advantage: TSG offers uncapped capacity. Because we leverage a redundant network of partners, we can instantly shift production to an alternate facility in the event of a weather event, machine failure, or demand spike, ensuring on-time delivery without interruption.</li> </ul> </li> <li>3. SourceKey: "Hard-Coded" Compliance &amp; Brand Control. We provide Sourcwell members with SourceKey, a proprietary e-commerce platform that goes beyond simple ordering.                     <ul style="list-style-type: none"> <li>• The Advantage: We "hard-code" Sourcwell contract pricing and municipal brand standards into the platform. This ensures that a decentralized agency (e.g., a city with 50 departments) maintains 100% pricing compliance and brand consistency across all locations. A "No Parking" sign ordered for a park in District A matches perfectly with one ordered for District B, regardless of which facility produces it.</li> </ul> </li> <li>4. TSG Direct: Integrated Supplier Diversity Uniquely, TSG offers a built-in Tier 1 diversity spend solution through TSG Direct, our Women Business Enterprise (WBE) division.                     <ul style="list-style-type: none"> <li>• The Advantage: Sourcwell Participating Entities with strict diversity spending mandates can utilize TSG Direct to capture WBE credit for their signage programs without needing to manage a separate contract or vendor. We can structure the billing to ensure the member meets their diversity goals seamlessly.</li> </ul> </li> </ol>
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**Table 5B: Value-Added Attributes**

Line Item	Question	Certification	Offered	Comment
49	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes.  While The Sourcing Group, LLC acts as the Prime Contractor, we maintain a certified Women Business Enterprise (WBE) affiliate, TSG Direct.  We offer Participating Entities a flexible billing structure to meet their specific diversity mandates:  Tier 1 Diversity Spend: For members with strict WBE utilization goals, we can structure specific orders or projects to be billed directly through TSG Direct. Seamless Integration: This allows Sourcewell members to capture WBE diversity credits without sacrificing the scale, pricing, or service levels of the Master Agreement.
50		Minority Business Enterprise (MBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A The Sourcing Group does not qualify as a Minority Business Enterprise (MBE).
51		Women Business Enterprise (WBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes.  While The Sourcing Group, LLC acts as the Prime Contractor, we maintain a certified Women Business Enterprise (WBE) affiliate, TSG Direct.  We offer Participating Entities a flexible billing structure to meet their specific diversity mandates:  Tier 1 Diversity Spend: For members with strict WBE utilization goals, we can structure specific orders or projects to be billed directly through TSG Direct. Seamless Integration: This allows Sourcewell members to capture WBE diversity credits without sacrificing the scale, pricing, or service levels of the Master Agreement.
52		Disabled-Owned Business Enterprise (DOBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A The Sourcing Group does not qualify as a Disabled-Owned Business Enterprise (DOBE).
53		Veteran-Owned Business Enterprise (VBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A The Sourcing Group does not qualify as a Veteran-Owned Business Enterprise (VBE).
54		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A The Sourcing Group does not qualify as a Service-Disabled Veteran-Owned Business (SDVOB).
55		Small Business Enterprise (SBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A The Sourcing Group does not qualify as a Small Business Enterprise (SBE).
56		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A The Sourcing Group does not qualify as a Small Disadvantaged Business (SDB).
57		Women-Owned Small Business (WOSB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A. The Sourcing Group does not qualify as a Women-Owned Small Business (WOSB).

**Table 6A: Pricing (400 Points, applies to Table 6A and 6B)**

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *
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58	Describe your payment terms and accepted payment methods.	<p>"Standard Payment Terms: The Sourcing Group (TSG) offers standard terms of Net 30 Days to all eligible Sourcewell Participating Entities upon credit approval. These terms apply from the date of invoice acceptance or product delivery, whichever is later, ensuring alignment with typical government fiscal cycles.</p> <p>Accepted Payment Methods: To facilitate seamless transactions, TSG accepts a wide variety of payment methods:</p> <ul style="list-style-type: none"> <li>• Electronic Funds Transfer: ACH (Automated Clearing House) and EFT are our preferred methods for efficiency and security.</li> <li>• Checks: Corporate or Government checks mailed to our secure lockbox.</li> <li>• Purchase Cards (P-Cards): We accept major commercial credit cards (Visa, MasterCard, AMEX) for procurement, particularly for ""SourceKey"" e-commerce transactions (see Question 61 for details on surcharges/fees).</li> <li>• Wire Transfer: Available for large-scale or international settlements.</li> </ul> <p>Project-Based Milestone Billing: Recognizing that ""Permanent Fixed-Message Signage"" projects often involve significant custom fabrication and on-site construction, TSG offers Milestone Billing options for projects exceeding \$50,000 in value. This mutually beneficial structure typically follows a schedule such as:</p> <ol style="list-style-type: none"> <li>1. Mobilization/Materials: Invoiced upon approval of final engineering drawings/proofs.</li> <li>2. Delivery: Invoiced upon delivery of materials to the site.</li> <li>3. Completion: Final balance invoiced upon successful installation and sign-off."</li> </ol>
59	Describe any leasing or financing options available for use by educational or governmental entities.	<p>Standard Government Credit &amp; Project Milestone Billing. Unlike heavy equipment manufacturers that require long-term asset leasing, The Sourcing Group's (TSG) signage solutions are typically capital improvements purchased via standard procurement methods. However, we leverage our financial stability to offer flexible payment structures designed for large-scale government rollouts.</p> <ol style="list-style-type: none"> <li>1. Standard Government Credit: We extend credit terms to all eligible Sourcewell Participating Entities. We accept standard Purchase Orders with Net 30 terms (or as negotiated in the Participating Addendum), allowing entities to procure necessary signage without upfront payments.</li> <li>2. Progress Billing for Capital Projects: For substantial infrastructure projects (e.g., University Campus Wayfinding or Municipal Rebranding), TSG offers Progress/Milestone Billing.             <ul style="list-style-type: none"> <li>• The Benefit: Instead of requiring 100% payment upon completion, we align invoicing with specific project milestones (e.g., Design Approval, Fabrication Completion, Installation Sign-off).</li> <li>• The Financial Aid: This allows Participating Entities to spread costs across fiscal quarters or budget cycles, effectively acting as short-term financing for complex implementations.</li> </ul> </li> <li>3. Third-Party Cooperation: For electronic message centers (EMCs) or digital marquees where a Participating Entity prefers a traditional lease structure, TSG is fully prepared to cooperate with any third-party leasing agency selected by the member to facilitate the transaction.</li> </ol>

<p>60</p>	<p>Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.</p>	<p>"In connection with any awarded agreement, we propose to use the following standard transaction documents. These documents are designed to streamline ordering, clarify scope, and ensure auditable compliance with Sourcewell requirements.</p> <ol style="list-style-type: none"> <li>1. Standard Purchase Order (The Primary Instrument) For the majority of transactions, The Sourcing Group (TSG) accepts the Participating Entity's standard Purchase Order (PO). We adopt a "Path of Least Resistance" approach: <ul style="list-style-type: none"> <li>• Protocol: As outlined in Article 6 of the Master Agreement, we require the PO to clearly reference the Sourcewell Contract Number.</li> <li>• Submission: POs may be submitted via email, EDI, or directly uploaded into our SourceKey platform.</li> </ul> </li> <li>2. SourceKey Digital Order Confirmation. For transactions processed through our proprietary SourceKey e-commerce platform, the "Transaction Document" is an automated Digital Order Confirmation. <ul style="list-style-type: none"> <li>• Compliance Lock: This document automatically reflects the hard-coded Sourcewell contract pricing and tax-exempt status of the member.</li> <li>• Audit Trail: This digital record serves as the permanent audit trail, detailing Line Item Specifications, Estimated Delivery Dates, and total spend.</li> </ul> </li> <li>3. Project Statement of Work (SOW) For complex projects (e.g., Campus Wayfinding, Monument Signage) requiring on-site services, we utilize a Project Statement of Work (SOW). <ul style="list-style-type: none"> <li>• Scope: This document outlines the Scope of Services, Design Proofs, Project Milestones, and Site Safety Requirements.</li> <li>• Hierarchy: This SOW is subordinate to the Sourcewell Master Agreement terms.</li> </ul> </li> <li>4. Service Level Agreement (SLA) (if applicable) Applicable for ongoing services, support, or maintenance (e.g., digital signage content management or lighting maintenance). <ul style="list-style-type: none"> <li>• Standards: Defines performance standards, response times, escalation procedures, and service metrics.</li> <li>• Integration: Incorporated by reference into the order form or SOW to ensure long-term accountability.</li> </ul> </li> <li>5. Pricing Schedule Attached to quotes and proposals to validate "Not-to-Exceed" compliance. <ul style="list-style-type: none"> <li>• Detail: Details contract pricing, discounts, and any volume-based or tiered pricing structures.</li> <li>• Alignment: Strictly aligned with pricing awarded under the Sourcewell contract.</li> <li>• Updates: Updated only as permitted under Sourcewell contract terms (per Article 4 of the Master Agreement).</li> </ul> </li> <li>6. Invoicing Documentation Our standard invoice is designed to facilitate rapid auditing by the Participating Entity. <ul style="list-style-type: none"> <li>• References: Clearly references the Participating Entity purchase order and the Sourcewell Contract Number.</li> <li>• Payment Methods: Supports multiple payment methods, including P-card (as confirmed in Question 61), without imposing additional fees on Participating Entities.</li> </ul> </li> </ol>
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<p>61</p>	<p>Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?</p>	<p>Hybrid Pricing Model: SKU-Based &amp; Category Discounts Enforced via SourceKey</p> <p>The Sourcing Group (TSG) proposes a transparent "Not-to-Exceed" pricing model derived from our commercial list prices. To ensure compliance and ease of auditing, this model is fully automated within our SourceKey e-commerce platform.</p> <p>1. The Pricing Structure:</p> <ul style="list-style-type: none"> <li>• Core Catalog (Line-Item Discounts): For high-volume, standard "Fixed Message" items (e.g., Regulatory Road Signs, ADA Braille Placards, Parking Signs), we offer deep, fixed Line-Item Discounts off our standard list price. These items are assigned specific SKUs for instant ordering.</li> <li>• Custom &amp; Project Signage (Category Discounts): For unique requirements (e.g., Monument Signs, Campus Wayfinding, Branded Marquees) where a single SKU does not exist, we apply a Category-Based Discount (Percentage off List) to the base cost of materials and fabrication.</li> <li>• Service Rates: Installation, Design, and Site Survey services are priced at fixed hourly or daily rates, which are also subject to a contract discount.</li> </ul> <p>2. Automated Compliance (The SourceKey Lock): Unlike traditional vendors where pricing errors occur manually, TSG hard-codes the Sourcwell Contract Pricing into the SourceKey platform.</p> <ul style="list-style-type: none"> <li>• When a Participating Entity logs in, the system automatically displays the net Sourcwell price.</li> <li>• Users can view the "Savings" (List Price vs. Contract Price) in their cart, providing immediate audit validation.</li> </ul> <p>3. Key Commercial Terms:</p> <ul style="list-style-type: none"> <li>• No Hidden Fees: Pricing is inclusive of standard packaging. There are no "setup fees" for standard catalog items.</li> <li>• No Minimums: We enforce No Minimum Order Quantities (MOQ) for standard catalog items, allowing members to replace a single damaged sign without penalty.</li> <li>• Most-Favored Customer: TSG warrants that the pricing offered to Sourcwell is equal to or better than pricing offered to any other cooperative purchasing contract for similar volumes.</li> </ul> <p>4. Price Stability: All Sourcwell pricing is firm for the initial contract term, subject only to documented manufacturer cost changes or mutually agreed adjustments in accordance with Article 4 of the Master Agreement.</p>
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<p>62</p>	<p>Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.</p>	<p>Hybrid Pricing Model: SKU-Based &amp; Category Discounts Enforced via SourceKey                  The Sourcing Group (TSG) proposes a transparent "Not-to-Exceed" pricing model derived from our commercial list prices. To ensure compliance and ease of auditing, this model is fully automated within our SourceKey e-commerce platform.</p> <p>1. The Pricing Structure:</p> <ul style="list-style-type: none"> <li>• Core Catalog (Line-Item Discounts): For high-volume, standard "Fixed Message" items (e.g., Regulatory Road Signs, ADA Braille Placards, Parking Signs), we offer deep, fixed Line-Item Discounts off our standard list price. These items are assigned specific SKUs for instant ordering.</li> <li>• Custom &amp; Project Signage (Category Discounts): For unique requirements (e.g., Monument Signs, Campus Wayfinding, Branded Marquees) where a single SKU does not exist, we apply a Category-Based Discount (Percentage off List) to the base cost of materials and fabrication.</li> <li>• Service Rates: Installation, Design, and Site Survey services are priced at fixed hourly or daily rates, which are also subject to a contract discount.</li> </ul> <p>2. Automated Compliance (The SourceKey Lock): Unlike traditional vendors where pricing errors occur manually, TSG hard-codes the Sourcwell Contract Pricing into the SourceKey platform.</p> <ul style="list-style-type: none"> <li>• When a Participating Entity logs in, the system automatically displays the net Sourcwell price.</li> <li>• Users can view the "Savings" (List Price vs. Contract Price) in their cart, providing immediate audit validation.</li> </ul> <p>3. Key Commercial Terms:</p> <ul style="list-style-type: none"> <li>• No Hidden Fees: Pricing is inclusive of standard packaging. There are no "setup fees" for standard catalog items.</li> <li>• No Minimums: We enforce No Minimum Order Quantities (MOQ) for standard catalog items, allowing members to replace a single damaged sign without penalty.</li> <li>• Most-Favored Customer: TSG warrants that the pricing offered to Sourcwell is equal to or better than pricing offered to any other cooperative purchasing contract for similar volumes.</li> </ul> <p>4. Price Stability: All Sourcwell pricing is firm for the initial contract term, subject only to documented manufacturer cost changes or mutually agreed adjustments in accordance with Article 4 of the Master Agreement.</p>
<p>63</p>	<p>Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.</p>	<p>Discount Range: 15% – 25% off List (Not-to-Exceed)                  The pricing proposal submitted with this response represents a "Not-to-Exceed" discount from standard list/MSRP pricing, extended to all Sourcwell Participating Entities. To ensure audit compliance, these discounts are hard-coded into our SourceKey e-commerce platform.</p> <p>1. Overall Discount Structure: Pricing reflects a line-item percentage discount off published List/MSRP pricing.</p> <p>2. Discount Range by Category: The proposed Sourcwell pricing represents discounts ranging from 15% to 25% off list/MSRP, depending on the sign category and customization level:</p> <ul style="list-style-type: none"> <li>• ADA &amp; Interior Signage: Approximately 20% – 25% off (e.g., Braille placards, room identification).</li> <li>• Wayfinding &amp; Informational: Approximately 20% off (e.g., directional systems, campus maps).</li> <li>• Monument &amp; Architectural Signs: Approximately 18% off (e.g., custom entry signage, electronic message centers).</li> <li>• Traffic &amp; Street Signage: Approximately 15% – 18% off (e.g., regulatory stop signs, street blades).</li> </ul> <p>3. Transparency &amp; Verification: All discounts are applied transparently at the line-item level. When a Sourcwell member logs into SourceKey, the system automatically applies these percentage discounts to the MSRP, allowing the user to verify the "Contract Savings" in real-time before checkout.</p>

64	Describe any quantity or volume discounts or rebate programs that you offer.	<p><b>Automated Volume Discounts &amp; Pass-Through Rebates</b>                  The Sourcing Group (TSG) offers a robust discount structure that rewards Participating Entities for volume purchases. To ensure transparency and compliance, these discounts are automated within our SourceKey e-procurement platform.</p> <p>1. Tiered Volume Discounts (Per Order): In addition to the standard Sourcwell contract pricing, TSG automatically applies the following tiered discounts based on the total value of a single Purchase Order (PO):                  Note: These volume discounts are deducted from the Sourcwell Ceiling Price and are reflected clearly on the invoice.</p> <p>2. Project-Based Incentives (Large Scale Rollouts): For large-scale infrastructure projects (e.g., campus-wide wayfinding updates, municipal rebranding, or multi-site rollouts) exceeding \$150,000, TSG offers "Project Specific Pricing."                  • Process: Upon request, TSG will negotiate a custom "Not-to-Exceed" quote that provides deeper discounts based on the aggregate volume of the project, subject to Sourcwell administrative fee requirements.</p> <p>3. Manufacturer Rebates (Pass-Through): As a sourcing aggregator, TSG frequently receives promotional incentives from our manufacturing partners.                  • Policy: When a manufacturer offers a rebate, promotion, or "Hot List" pricing on specific materials (e.g., specific aluminum grades or LED modules), TSG passes 100% of these savings through to the Participating Entity in the form of a line-item credit or reduced unit cost.</p>
65	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	<p><b>Transparent "Cost-Plus" Model for Incidental Open-Market Items</b>                  We recognize that Sourcwell Participating Entities may occasionally require products or related services (e.g., specialized third-party electronics, rental equipment for installation, or brand-specific hardware) that fall outside the defined scope of the awarded contract. To support these "Incidental" needs while maintaining contract integrity, TSG offers a clearly defined Open-Market Sourcing Process.</p> <p>1. Pricing Methodology: Cost-Plus For all Open Market/Non-Contracted items, TSG utilizes a "Cost-Plus" pricing method to ensure total transparency.                  • Formula: Documented Supplier Cost + Fixed Markup.                  • Standard Markup: Our standard markup for Sourcwell members is Cost + 30%.                  • Verification: Supplier invoices or cost documentation are retained and made available upon request to support pricing transparency and audits.</p> <p>2. Eligible Open-Market Items Consistent with Sourcwell "Open Market" provisions, these items are typically incidental to the total transaction and may include:                  • Products not listed in the awarded Sourcwell contract catalog.                  • Manufacturer or brand-specific items explicitly requested by the customer.                  • Ancillary or complementary products required to complete a project (e.g., rental of a crane for a specific install).</p> <p>3. Compliance &amp; Identification (SourceKey Enforced) To strictly adhere to Sourcwell compliance standards (which require non-contract items to be identified), our SourceKey platform segregates these items automatically:                  • Quoting: Open Market items are listed as separate line items on the Quote and clearly labeled "Non-Contract / Open Market."                  • Invoicing: These items remain segregated on the final invoice, ensuring the Participating Entity can easily distinguish between Contract (Fixed Price) and Open Market (Cost-Plus) spend.                  • Approval: No order containing Open Market items is processed without the customer's written approval of the quoted price.</p>

<p>66</p>	<p>Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.</p>	<p>No Additional Costs or Hidden Fees.                  There are no elements of the total cost of acquisition that are excluded from the pricing submitted with this response. The Sourcing Group (TSG) operates on a transparent "Menu-Based" pricing structure where every potential cost is explicitly defined in our proposal.</p> <ol style="list-style-type: none"> <li>1. Services Are Included in Pricing: Costs for value-added services—specifically Installation, Site Surveys, Graphic Design, and Training—are included in our submitted pricing proposal as fixed hourly or daily rates.                         <ul style="list-style-type: none"> <li>• These are not "hidden" or "excluded" costs; they are selectable line items that a Participating Entity can choose to include in their Scope of Work.</li> <li>• We do not charge "Setup Fees," "Pre-Delivery Inspection Fees," or "Dealer Prep Fees."</li> </ul> </li> <li>2. No Third-Party Surcharges: No additional charges are imposed by The Sourcing Group or by any third parties (such as our installation partners) beyond those explicitly approved in the Purchase Order.                         <ul style="list-style-type: none"> <li>• P-Cards: As confirmed in Question 61, there are no surcharges for using P-Cards.</li> <li>• Freight: Shipping is the only variable cost, which is calculated and disclosed upfront as described in Question 67.</li> </ul> </li> <li>3. Clarification on Permits: The only potential cost of acquisition not controlled by TSG is Municipal Permitting Fees (for outdoor monument or wayfinding signage).                         <ul style="list-style-type: none"> <li>• Imposing Party: Local City/County Governments.</li> <li>• Handling: These fees are typically paid directly by the Participating Entity to their local jurisdiction. If TSG manages the permitting process, the permit fee is treated as a strict pass-through cost (no markup) or managed under the "Open Market" provision.</li> </ul> </li> </ol>
<p>67</p>	<p>If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.</p>	<p>Transparent "Pass-Through" Freight Program (FOB Destination)                  Freight, delivery, and shipping costs are not included in the product pricing submitted with this response. Instead, The Sourcing Group (TSG) treats freight as a transparent "Pass-Through" cost, charged separately to the Participating Entity without markup.</p> <ol style="list-style-type: none"> <li>1. Cost Basis: Actual Cost (No Markup)                         <ul style="list-style-type: none"> <li>• Calculation: Freight charges are calculated based on actual shipment characteristics (weight, dimensions, destination) and standard carrier rates.</li> <li>• Transparency: TSG charges freight at actual cost. We do not add administrative markups or "handling fees" to shipping charges.</li> </ul> </li> <li>2. Method of Shipment: Products are shipped via the most efficient method based on size and urgency:                         <ul style="list-style-type: none"> <li>• Small Format: Parcel service (UPS, FedEx, USPS) for items like ADA placards and vinyl decals.</li> <li>• Large Format: Common Carrier (LTL/FTL) for palletized items, monument signs, or bulk posts.</li> </ul> </li> <li>3. Delivery Scope &amp; Special Services                         <ul style="list-style-type: none"> <li>• Standard Delivery: Curbside, loading dock, or ground-level receiving area.</li> <li>• Special Services: Value-added services such as Liftgate Service, Inside Delivery, Residential Delivery, or Jobsite Appointment Delivery are available upon request. These services are optional, and any incremental costs will be itemized for member approval prior to shipment.</li> </ul> </li> <li>4. Risk of Loss: FOB Destination. To align with Sourcewell's preference for "turnkey" delivery, TSG standard shipping terms are FOB Destination, Freight Prepaid and Added.                         <ul style="list-style-type: none"> <li>• Benefit: TSG retains title and risk of loss until the products are delivered to the Participating Entity's designated location. If a shipment arrives damaged, TSG manages the freight claim and replacement process, relieving the member of this administrative burden.</li> </ul> </li> <li>5. Transparency Freight charges will be clearly identified and itemized on all quotations and invoices so Participating Entities can fully evaluate the total delivered cost prior to purchase, satisfying the "Total Cost of Acquisition" requirement in Article 3 of the Master Agreement."</li> </ol>

<p>68</p>	<p>Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.</p>	<p>"Customized Logistics for Offshore, Remote, and International Delivery  The Sourcing Group (TSG) serves Sourcewell Participating Entities in Alaska, Hawaii, U.S. Territories, and Canada. While these locations require special handling, TSG leverages a "Sourcing + Logistics" model to minimize total landed cost.</p> <ol style="list-style-type: none"> <li>1. Canada: TSG utilizes its vendor network to serve Canadian members efficiently. <ul style="list-style-type: none"> <li>• Primary Strategy (Local Sourcing): Whenever feasible, TSG utilizes vetted Canadian manufacturing partners to produce and ship orders within Canada. This eliminates cross-border freight costs, brokerage fees, and duties.</li> <li>• Secondary Strategy (Cross-Border): If a specific product must be shipped from the U.S.: <ul style="list-style-type: none"> <li>◦ Shipping Methods: Products may be shipped via ground, ocean, or air freight depending on destination and requirements.</li> <li>◦ Customs &amp; Duties: As noted in standard shipping terms, customs clearance, brokerage fees, duties, taxes, and import-related charges are not included in the proposed unit pricing and are the responsibility of the Participating Entity unless otherwise agreed in writing.</li> <li>◦ DDP Option: Upon request, TSG can quote Delivered Duty Paid (DDP), where we manage the importation paperwork and itemize the total cost on the invoice for simplicity.</li> </ul> </li> </ul> </li> <li>2. Alaska, Hawaii, and Offshore Locations <ul style="list-style-type: none"> <li>• Shipping Methods: Shipments are optimized via ocean freight, air freight, or a combination of ground and ocean transport.</li> <li>• Cost Basis (Pass-Through): Freight costs are determined on a case-by-case basis using actual carrier rates. These costs are passed through to the Participating Entity at actual cost (no markup) and are quoted in advance.</li> <li>• Risk of Loss: To protect the Participating Entity, TSG maintains FOB Destination terms. TSG retains title and risk of loss until the products reach the designated receiving location (port, terminal, or facility).</li> </ul> </li> <li>3. Remote Location Feasibility <ul style="list-style-type: none"> <li>• Availability: Delivery to offshore or remote locations (including islands, military bases, or locations without standard carrier access) is subject to a feasibility review.</li> <li>• Additional Services: Specialized handling, staging, or coordination services (e.g., barge coordination or bush-plane delivery) may be required and will result in additional charges, which will be itemized for approval.</li> </ul> </li> <li>4. Transparency &amp; SourceKey Integration <ul style="list-style-type: none"> <li>• Itemization: All non-standard freight charges, including international fees, will be clearly itemized on quotations and invoices so the Participating Entity can evaluate the total delivered cost prior to purchase.</li> <li>• System Flags: Our SourceKey platform flags orders destined for these regions for a "Custom Freight Review". This ensures a logistics specialist verifies the most efficient carrier and route before the member is billed.</li> </ul> </li> </ol> <p>Strategic Rationale</p> <ul style="list-style-type: none"> <li>• Local Sourcing vs. Duties: Your draft text stating duties are the "responsibility of the participating entity" is legally safe but commercially unattractive to Canadian buyers. By leading with "In-Country Sourcing," you offer a solution that bypasses those costs entirely, differentiating TSG from US-based manufacturers.</li> <li>• FOB Destination: Sourcewell contracts (e.g., Green Climber, Article 3) prefer the Supplier to hold the risk of loss. Stating "FOB Destination" for offshore shipments assures the buyer that TSG is responsible if the sign is damaged during the ocean voyage to Hawaii.</li> <li>• Feasibility Review: Retaining your language about "feasibility reviews" is prudent for remote locations (e.g., national parks), ensuring you aren't committed to delivering to inaccessible sites without proper surcharges."</li> </ul>
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<p>69</p>	<p>Describe any unique distribution and/or delivery methods or options offered in your proposal.</p>	<p>The Sourcing Group (TSG) offers a unique distribution model that differs from traditional single-site manufacturers. By leveraging our national network of vetted manufacturing partners and fulfillment centers, we utilize a "Proximity Sourcing" strategy to optimize delivery for Sourcewell Participating Entities.</p> <ol style="list-style-type: none"> <li>1. Proximity Sourcing (Reduced Freight &amp; Carbon Footprint) Unlike competitors who must ship all products from a single factory location (often incurring high freight costs and long transit times for distant members), TSG routes orders to the qualified manufacturing facility geographically closest to the Participating Entity's delivery site.             <ul style="list-style-type: none"> <li>• Benefit: This significantly reduces freight costs and transit times while lowering the carbon footprint associated with long-haul logistics.</li> <li>• Redundancy: This network approach provides operational redundancy; if one facility faces a weather event or capacity constraint, TSG automatically shifts production to an alternate node in the network to ensure on-time delivery.</li> </ul> </li> <li>2. Project Staging &amp; "Kitting" For complex implementation projects (e.g., a university campus rebranding or a city-wide wayfinding update), TSG offers advanced Staging and Kitting services.             <ul style="list-style-type: none"> <li>• The Problem: Standard delivery often results in hundreds of individual boxes arriving at a loading dock, creating chaos for installation teams.</li> <li>• The TSG Solution: We consolidate and "kit" materials by location (e.g., "Building A Kit," "Floor 2 Kit") at our regional hubs prior to final delivery. This ensures installers receive exactly what they need for a specific zone, reducing on-site labor hours and lost material.</li> </ul> </li> <li>3. SourceKey "Hold for Release" Inventory Through our SourceKey e-commerce platform, Participating Entities can utilize a "Print and Hold" distribution method.             <ul style="list-style-type: none"> <li>• Method: An agency can bulk-order high-volume items (e.g., standard parking signs or regulatory decals) to achieve volume price breaks, but store the inventory in TSG's fulfillment network.</li> <li>• Distribution: Local authorized users can then log in to SourceKey and release specific quantities to their specific desktop or job site as needed (On-Demand Distribution), eliminating the need for the agency to manage their own warehouse space.</li> </ul> </li> <li>4. Flexible Delivery Options consistent with member needs, we offer:             <ul style="list-style-type: none"> <li>• Blind Drop-Ship: Direct delivery from manufacturer to site to minimize handling.</li> <li>• Time-Specific Windows: Appointment-based delivery for sites with restricted access (e.g., schools, secure government facilities).</li> <li>• Liftgate &amp; Inside Delivery: Available for locations lacking a loading dock.</li> </ul> </li> </ol>
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<p>70</p>	<p>Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcwell. This process includes ensuring that Sourcwell participating entities obtain the proper pricing.</p>	<p>Automated Compliance and Dual-Layer Audit Program                  The Sourcing Group (TSG) employs a robust self-audit process that combines automated technological controls with manual financial oversight. This ensures every transaction adheres to the "Not-to-Exceed" pricing structure of the Master Agreement and that Sourcwell Participating Entities always receive the correct contract price.</p> <p>1. Automated Price Verification (SourceKey Platform) The primary mechanism for preventing pricing errors is our proprietary e-commerce platform, SourceKey.</p> <ul style="list-style-type: none"> <li>• Hard-Coded Compliance: Sourcwell-approved ceiling prices are "hard-coded" into the catalog for all standard items. When a Participating Entity logs in, the system automatically applies the correct contract discount.</li> <li>• Error Prevention: The system prevents sales representatives from entering pricing that exceeds the contracted cap without a documented "Product and Price Change" approval, ensuring that "unauthorized deviations" are technically impossible for catalog items.</li> </ul> <p>2. "Pass-Through" Cost Auditing (Freight &amp; Open Market) For variable costs such as freight or "Open Market" special orders, TSG utilizes a Three-Way Match audit process before invoicing:</p> <ul style="list-style-type: none"> <li>• Process: Our finance team compares the (1) Original Quote signed by the member, (2) the Vendor/Carrier Invoice, and (3) the Final Invoice to the member.</li> <li>• Verification: This audit verifies that freight is charged at actual cost (no markup) and that open-market items adhere to the "Cost-Plus" margin agreed upon in the contract. Any discrepancies are flagged and corrected before the invoice is sent to the Participating Entity.</li> </ul> <p>3. Quarterly Compliance &amp; Sales Reporting In accordance with Sourcwell's reporting requirements, TSG conducts a quarterly internal audit to generate the Contract Sales Activity Report.</p> <ul style="list-style-type: none"> <li>• Scope: This review aggregates all sales data to calculate the Administrative Fee and verifies that all eligible sales were properly categorized under the Master Agreement.</li> <li>• Trend Analysis: We analyze purchasing data to identify potential "Hot List" opportunities where volume increases might allow us to lower prices further for all members.</li> </ul> <p>4. Record Retention &amp; Transparency TSG maintains comprehensive records of all quotes, invoices, and proof-of-delivery documents.</p> <ul style="list-style-type: none"> <li>• Access: Consistent with Minnesota Statute 16C.05, these records are maintained for a minimum of six (6) years and are available for examination by Sourcwell or the State Auditor upon request.</li> <li>• Correction Policy: In the rare event a pricing error is identified post-transaction, TSG commits to immediate corrective action, including the issuance of a credit or refund within 30 days.</li> </ul>
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<p>71</p>	<p>If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.</p>	<p>Data-Driven Success: SourceKey Analytics &amp; Performance Metrics                  If awarded an agreement, The Sourcing Group (TSG) will leverage the data-mining capabilities of our SourceKey platform to track performance. Success is not measured solely by sales volume, but by member savings, compliance, and operational efficiency.</p> <ol style="list-style-type: none"> <li>1. Hard Cost Savings &amp; Value Analysis                         <ul style="list-style-type: none"> <li>• Metric: "Contract Price" vs. "Market/List Price."</li> <li>• Purpose: We track the delta between the standard MSRP and the Sourcwell discounted price for every line item. This allows us to report total "Hard Dollar Savings" to Sourcwell during our Annual Business Review, quantifying the tangible value the contract delivers to Participating Entities.</li> </ul> </li> <li>2. Contract Adoption &amp; Penetration                         <ul style="list-style-type: none"> <li>• Metric: Sales volume by Participating Entity type (e.g., Education vs. Municipal vs. Nonprofit) and geographic region.</li> <li>• Purpose: This data, required for the Contract Sales Activity Report, helps us identify underserved regions or sectors. If we notice low utilization in a specific state, we can deploy targeted marketing campaigns to raise awareness of the Sourcwell contract in that area.</li> </ul> </li> <li>3. Pricing Compliance &amp; Audit Accuracy                         <ul style="list-style-type: none"> <li>• Metric: Pricing Exception Rate (0% Target).</li> <li>• Purpose: While our "hard-coded" catalog ensures compliance, we track any manual overrides or "Open Market" quotes against the agreed-upon cost-plus margins. This metric ensures we remain fully compliant with the "Not-to-Exceed" pricing terms of the Master Agreement.</li> </ul> </li> <li>4. Operational Performance (Logistics)                         <ul style="list-style-type: none"> <li>• Metric: On-Time Delivery Rates and Freight Claim Ratios.</li> <li>• Purpose: Because TSG utilizes a "Proximity Sourcing" model, tracking the frequency of freight claims or shipping delays is critical. A spike in claims with a specific carrier or manufacturer prompts an immediate review to ensure the "Turnkey" delivery promise is met.</li> </ul> </li> <li>5. Quote-to-Order Conversion                         <ul style="list-style-type: none"> <li>• Metric: Ratio of quotes generated to Purchase Orders received.</li> <li>• Purpose: A high conversion rate indicates that our pricing is competitive and our "Total Cost of Acquisition" is attractive to members. A low rate would trigger a strategic pricing review to ensure we remain the most competitive option in the cooperative marketplace.</li> </ul> </li> <li>6. Customer Service Resolution                         <ul style="list-style-type: none"> <li>• Metric: Average Response Time and "One-Call Resolution" rate.</li> <li>• Purpose: We track how quickly member inquiries are resolved to ensure we are meeting the high service standards expected by Sourcwell Participating Entities.</li> </ul> </li> </ol>
<p>72</p>	<p>Provide a proposed Administration Fee payable to Sourcwell. The Fee is in consideration for the support and services provided by Sourcwell. The proposed Administrative Fee will be payable to Sourcwell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.</p>	<p>Proposed Administrative Fee: 1.25%                  The Sourcing Group (TSG) proposes an Administrative Fee of 1.25% payable to Sourcwell.</p> <ol style="list-style-type: none"> <li>1. Fee Structure &amp; Transparency                         <ul style="list-style-type: none"> <li>• Inclusion in Pricing: In accordance with Sourcwell requirements, this Administrative Fee is included in the contracted unit pricing submitted in Table 6B. TSG will not charge Participating Entities an additional surcharge to offset this fee.</li> <li>• Calculation: The fee will be calculated as 1.25% of all completed transactions (sales recognized as revenue) utilizing this Master Agreement during the reporting period.</li> </ul> </li> <li>2. Reporting and Payment Schedule                         <ul style="list-style-type: none"> <li>• Quarterly Remittance: TSG will submit the Administrative Fee payment to Sourcwell within 45 calendar days after the end of each calendar quarter, accompanied by the required Contract Sales Activity Report.</li> <li>• Automated Accuracy (SourceKey): To ensure 100% accuracy in fee calculation, TSG utilizes our SourceKey e-commerce platform. All orders placed under the Sourcwell contract are digitally tagged upon entry. This allows us to generate an automated "Sales Activity Report" that precisely aggregates the total eligible sales volume for the quarter, eliminating manual calculation errors and ensuring Sourcwell receives the full fee due on all eligible transactions.</li> </ul> </li> </ol>

**Table 6B: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
73	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	Our solution encompasses both Stock and Custom workflows. We offer immediate fulfillment of Stock 'Core Catalog' regulatory items via fixed SKUs, while simultaneously providing 'Custom Fabrication' services for architectural and monument signage using a transparent Category-Based Discount structure. This ensures Sourcewell members receive turnkey support for both daily maintenance needs and large-scale capital projects.

**Table 7A: Depth and Breadth of Offered Solutions (200 Points, applies to Table 7A and 7B)**

Line Item	Question	Response *
74	Provide a detailed description of all the Solutions offered, including used Solutions if applicable, offered in the proposal.	<p>The proposed solution provides a comprehensive municipal permanent fixed-message signage program designed to support public safety, wayfinding, regulatory compliance, and community identification. The solution includes the design, fabrication, supply, installation, and optional refurbishment of fixed-message signs intended for long-term use in public rights-of-way, municipal facilities, parks, and other City-owned properties.</p> <p>All signage solutions are engineered to meet applicable municipal, provincial/state, and federal standards, ensuring consistency, durability, accessibility, and visual clarity for residents, visitors, and municipal staff.</p> <p>1. Overview of Municipal Signage Solution</p> <p>The permanent fixed-message signage solution supports essential municipal functions, including:</p> <ul style="list-style-type: none"> <li>Public safety and regulatory communication</li> <li>Directional and wayfinding assistance</li> <li>Facility and asset identification</li> <li>Informational messaging for civic services</li> </ul> <p>Signs are designed for continuous, unattended operation and exposure to varied environmental conditions, including weather, UV exposure, temperature fluctuations, and potential vandalism.</p> <p>2. New Municipal Fixed-Message Signage Solutions</p> <p>2.1 Sign Types and Applications</p> <p>The proposal includes new, permanent fixed-message signage for municipal use, including but not limited to:</p> <ul style="list-style-type: none"> <li>Regulatory Signs – Traffic control, parking regulations, bylaws, restricted access, and enforcement notices</li> <li>Safety Signs – Hazard warnings, emergency instructions, evacuation routes, and public safety messaging</li> <li>Wayfinding and Directional Signs – Street-level directional signage, pedestrian guidance, facility navigation</li> <li>Identification Signs – Municipal building identification, park and facility names, civic asset labeling</li> <li>Informational Signs – Public notices, park rules, trail information, and civic service instructions</li> </ul> <p>2.2 Materials and Construction Standards</p> <p>New signage is fabricated from materials suitable for municipal environments and designed for long service life.</p> <p>Typical materials include:</p> <ul style="list-style-type: none"> <li>Aluminum panels (painted, anodized, or powder-coated)</li> <li>Galvanized or stainless steel posts and mounting hardware</li> </ul>

High-pressure laminate (HPL) or composite panels for parks and recreation areas  
Reflective sheeting meeting applicable traffic or roadway standards  
Anti-graffiti and UV-resistant coatings  
All materials are selected to resist corrosion, fading, impact, and vandalism.

### 2.3 Graphics, Messaging, and Finishes

Permanent, non-changeable messaging applied via digital printing, cut vinyl, or reflective overlays  
High-contrast text, symbols, and colors to ensure visibility and readability  
Standardized fonts, layouts, and color palettes aligned with municipal branding guidelines  
Bilingual or multilingual messaging where required by municipal policy

### 2.4 Accessibility and Regulatory Compliance

All municipal signage is designed and installed in compliance with applicable standards, which may include:  
Accessibility legislation (e.g., ADA, AODA, or local accessibility requirements)  
MUTCD or equivalent traffic and roadway signage standards (where applicable)  
Municipal by-laws and design standards  
Where required, signs include tactile lettering, Braille, appropriate character sizing, contrast ratios, and mounting heights.

### 2.5 Installation and Site Services

Installation services are provided to ensure safe, accurate, and durable placement of signage.  
Installation scope includes:  
Site verification and field measurements  
Coordination with municipal staff and utilities  
Surface preparation and footing installation (where required)  
Secure mounting using approved municipal hardware  
Final inspection and alignment  
All work is performed in accordance with municipal safety requirements and traffic control standards.

## 3. Used / Refurbished Municipal Signage Solutions (If Applicable)

Where appropriate and approved by the Municipality, the proposal may include used or refurbished signage components to support cost efficiency and sustainability objectives.

### 3.1 Refurbished Sign Structures and Panels

Used sign posts, frames, or panels may be reused where they remain structurally sound.  
Refurbishment process includes:  
Structural inspection and safety verification  
Removal of existing graphics and finishes  
Surface repair, repainting, or recoating  
Application of new permanent fixed-message graphics

### 3.2 Conditions and Limitations

Refurbished signage is only used where it meets current municipal standards  
All messaging is updated to reflect the current bylaws and requirements  
Used components are clearly identified in the proposal and subject to municipal approval

### 3.3 Benefits of Refurbished Signage

Reduced material and installation costs  
Shorter fabrication timelines  
Environmentally responsible reuse of municipal assets

## 4. Quality Assurance and Durability

All signage solutions, whether new or refurbished, undergo quality assurance procedures, including:  
Verification of materials, dimensions, and finishes  
Review of message accuracy, reflectivity, and legibility  
Inspection of mounting stability and safety  
Signs are designed for long-term municipal service with minimal maintenance.

## 5. Maintenance and Ongoing Support (Optional)

Optional municipal support services may include:  
Replacement of damaged or vandalized signage  
Reinstallation due to roadway or facility changes  
Condition assessments and signage audits  
Service levels and response times are defined in the proposal or service agreement.

6. Consistency and Future Expansion

The proposed signage program supports long-term municipal planning by ensuring:  
Consistent design standards across departments and facilities  
Compatibility with future signage additions or replacements  
Scalable implementation across multiple locations

<p>75</p>	<p>Describe additional services you are proposing such as assembly, installation, design, maintenance, repair, and delivery.</p>	<p>"In addition to providing high-quality permanent fixed-messaging signage, we offer a comprehensive suite of complementary services designed to ensure a seamless experience for our clients, from initial concept through the full lifecycle of the signage. These services include Assembly, Installation, Design, Maintenance, Repair, and Delivery, each tailored to meet the specific needs of our customers:</p> <p>1. Assembly &amp; Installation</p> <p>Sign Assembly: We offer full assembly services for signage that requires multi-component or modular construction, ensuring each sign is correctly built to meet the client's specifications.</p> <p>Professional Installation: Our team ensures expert installation of the signage at the optimal location, whether on walls, freestanding posts, or other structures. We follow all safety standards and regulations, ensuring that each sign is securely installed and positioned for maximum visibility.</p> <p>Permitting &amp; Compliance: We assist with obtaining required permits and ensuring compliance with local zoning, building codes, and safety regulations to facilitate a smooth installation.</p> <p>2. Custom Design Services</p> <p>Conceptual Design: We collaborate with clients to create custom signage that aligns with their branding, messaging, and environmental requirements. This includes designing graphic elements, typography, color schemes, and overall aesthetics.</p> <p>3D Renderings: To assist with decision-making, we provide digital mockups or 3D visualizations of the sign in its intended setting, helping clients visualize the final product before production.</p> <p>Design Adaptation: We also offer design adaptation services for clients who need modifications to existing signage to align with evolving branding or messaging.</p> <p>3. Maintenance &amp; Repair Services</p> <p>Ongoing Maintenance: We provide regular maintenance packages to keep signs in optimal condition. This includes cleaning, inspection, and replacement of any components showing wear or degradation, ensuring longevity and proper functionality.</p> <p>Repair Services: Should any signage suffer damage or malfunction, we offer repair services to restore the sign to its original condition, addressing issues such as lighting failures, structural damage, or weather-related wear.</p> <p>Technology Upgrades: For signs with electronic or digital components, we provide upgrades and software support to ensure the technology remains current, reliable, and effective over time.</p> <p>4. Delivery Services</p> <p>Timely and Secure Delivery: We handle the delivery of signage to the installation site, ensuring the signs arrive in perfect condition and on schedule. For large or complex signs, we provide tailored delivery solutions to accommodate size and fragility.</p> <p>Packaging &amp; Shipping: Our team uses high-quality materials to securely package signage, ensuring safe transport to any location, whether local or international.</p> <p>5. Post-Installation Support</p> <p>Training &amp; Support: For interactive or digital signage, we offer on-site training for staff on operating, updating, and maintaining the signage, ensuring it functions efficiently long after installation.</p> <p>Content Management &amp; Software Support: For digital or dynamic signs, we offer content management services, including message creation, scheduling, and updates. We also provide ongoing software support to troubleshoot and optimize system performance.</p> <p>6. Sustainability and Eco-Friendly Options</p> <p>Sustainable Materials &amp; Practices: We offer signage solutions made from eco-friendly materials, such as recycled plastics, and energy-efficient LED lighting to align with sustainable practices. Additionally, we offer solar-powered options for clients seeking to reduce their environmental impact.</p> <p>Conclusion</p> <p>Our goal is to provide a comprehensive, end-to-end solution for permanent fixed-messaging signage that ensures functionality, durability, and aesthetic appeal throughout the signage's lifecycle. With a focus on quality, customer satisfaction, and efficiency, our additional services support the long-term success and impact of each project."</p>
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76	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>"Permanent Fixed-Messaging Signage – Subcategory Solutions Offered:</p> <ul style="list-style-type: none"> <li>Exterior Building Identification Signage                             <ul style="list-style-type: none"> <li>Building names, address signs, wall-mounted identifiers</li> </ul> </li> <li>Monument &amp; Ground-Mounted Signage                             <ul style="list-style-type: none"> <li>Entry monuments, campus signs, freestanding structures</li> </ul> </li> <li>Wayfinding &amp; Directional Signage                             <ul style="list-style-type: none"> <li>Pedestrian and vehicular directional signs, parking guidance</li> </ul> </li> <li>Regulatory &amp; Compliance Signage                             <ul style="list-style-type: none"> <li>ADA signage, safety, code-required, and regulatory messaging</li> </ul> </li> <li>Interior Fixed-Messaging Signage                             <ul style="list-style-type: none"> <li>Lobby signs, room identification, directories, floor graphics</li> </ul> </li> <li>Branding &amp; Environmental Graphics                             <ul style="list-style-type: none"> <li>Logo signage, dimensional letters, and branded wall features</li> </ul> </li> <li>Architectural &amp; Dimensional Signage                             <ul style="list-style-type: none"> <li>Channel letters, dimensional lettering, architectural elements</li> </ul> </li> <li>Illuminated Fixed-Message Signage                             <ul style="list-style-type: none"> <li>LED-lit signs, back-lit panels, halo-lit lettering</li> </ul> </li> <li>Custom Fabricated Signage                             <ul style="list-style-type: none"> <li>One-of-a-kind designs using metal, acrylic, wood, or composites</li> </ul> </li> <li>Modular &amp; Changeable Copy Systems                             <ul style="list-style-type: none"> <li>Fixed frames with replaceable panels or inserts</li> </ul> </li> <li>Design &amp; Engineering Services                             <ul style="list-style-type: none"> <li>Concept development, shop drawings, structural engineering</li> </ul> </li> <li>Fabrication &amp; Manufacturing                             <ul style="list-style-type: none"> <li>In-house or partner fabrication of permanent signage</li> </ul> </li> <li>Installation &amp; Project Management                             <ul style="list-style-type: none"> <li>Site coordination, permitting, and installation services</li> </ul> </li> <li>Maintenance, Repair &amp; Refurbishment                             <ul style="list-style-type: none"> <li>Cleaning, repainting, lighting repair, and sign restoration</li> </ul> </li> <li>Delivery &amp; Logistics Services                             <ul style="list-style-type: none"> <li>Secure transport, staging, and site delivery coordination."</li> </ul> </li> </ul>
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**Table 7B: Depth and Breadth of Offered Solutions**

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Subcategory	Offered *	Comments
77	Public Spaces, Parks and Trails- Signage designed to guide, inform, and educate visitors about the space such as:		<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. We offer a comprehensive catalog of exterior signage designed specifically for high-durability performance in public recreation areas, utilizing materials resistant to UV exposure and vandalism.
78		Park and Trail Recreational Signage	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. Our solution includes High-Pressure Laminate (HPL) and rust-proof aluminum panels specifically selected to resist corrosion and impact in remote trail or park environments.
79		Monument Signs	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. We supply custom architectural monuments, including stone, masonry, and aluminum structures. All designs include necessary structural engineering to meet local wind-load and seismic requirements.
80		Community welcome marquees	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. Available solutions range from traditional manual change-copy boards to modern, energy-efficient LED digital message centers for community engagement.
81	Building and Facility Signage- Signage used for identification and directional purposes within and outside a building such as:		<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. We provide end-to-end facility identification systems that ensure visual consistency and regulatory compliance for both interior and exterior applications.
82		Wayfinding and Informational	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. We offer modular directional systems that streamline navigation within complex municipal facilities and campuses while ensuring consistency with municipal branding guidelines.
83		ADA-compliant signage (ex: braille and tactile lettering)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. All fabrication strictly adheres to ADA (Americans with Disabilities Act) and AODA standards, including Grade 2 Braille, tactile lettering, and compliant contrast ratios to ensure accessibility.

84		Fire safety and emergency evacuation	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. Solutions include photoluminescent (glow-in-the-dark) egress markers, evacuation maps, and NFPA-compliant safety signage to ensure code compliance during emergencies.
85	Regulatory and Safety Signage- Signage intended to ensure safety and compliance in a public space or on a roadway such as:		<input checked="" type="radio"/> Yes <input type="radio"/> No	Our regulatory solutions are engineered to meet strict federal and state standards for reflectivity, size, and mounting safety.
86		Warning and hazard	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. We supply ANSI and OSHA-compliant safety signage for hazard communication, including construction site warnings and facility hazard notifications.
87		Stationary traffic and pedestrian safety systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. Our offering includes advanced safety systems such as solar-powered Rectangular Rapid Flashing Beacons (RRFB) and LED-enhanced school zone flashers to improve pedestrian safety.
88		Mile-markers, speed limit, civic, and rural address and street signage	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. All roadway signage is fabricated to meet MUTCD (Manual on Uniform Traffic Control Devices) standards, utilizing High-Intensity Prismatic (HIP) or Diamond Grade sheeting for maximum nighttime visibility.

89	Complementary products and services directly related to those solutions outlined above including but not limited to: assembly, installation, design, repair, maintenance, bi-lingual signage, beacons, custom solutions, posts, bases, signage structures, mount fixtures, illuminated stationary signage, LED enhanced, and specialty signage.		<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Yes. The Sourcing Group offers a comprehensive suite of complementary products and services designed to provide a "One-Stop Shop" experience for Sourcewell Participating Entities. By leveraging our national network of specialized manufacturing and installation partners, TSG supplies not only the signage panels but also the complete hardware ecosystems and professional services required for a turnkey implementation.</p> <p>1. Professional Services: Design, Installation, and Maintenance</p> <ul style="list-style-type: none"> <li>• Graphic Design Services: TSG provides professional design services (NAICS 541430) to assist Participating Entities with artwork creation, brand standardization, and wayfinding logic. Our design team ensures all layouts comply with MUTCD visibility standards and local municipal branding guidelines.</li> <li>• Assembly &amp; Installation: utilizing our vetted network of field partners, TSG offers full-service installation capabilities. This includes site excavation, concrete footing pouring, post-installation, and final assembly.</li> <li>• Repair &amp; Maintenance: We offer lifecycle support services, including the replacement of damaged components, graffiti removal, and the refurbishment of existing sign structures as detailed in our "Revitalization Program".</li> </ul> <p>2. Structural Hardware &amp; Mounting Solutions To ensure a complete installation, TSG supplies all necessary mounting infrastructure compatible with the signage provided:</p> <ul style="list-style-type: none"> <li>• Posts &amp; Bases: We supply a wide range of support structures, including U-channel posts, square perforated steel tubing (telescoping), round aluminum posts, and decorative fluted poles for historic districts.</li> <li>• Breakaway Systems: For roadway safety, we offer FHWA-approved breakaway base systems and slip-safe couplings.</li> <li>• Mounting Fixtures: Our catalog includes standard brackets, banding tools, vandal-resistant hardware, and custom mounting plates for attaching signage to existing utility poles or walls.</li> </ul> <p>3. Specialty, Illuminated, and LED Signage TSG sources advanced visibility solutions for high-traffic or critical safety areas:</p> <ul style="list-style-type: none"> <li>• Illuminated &amp; LED Enhanced: We provide internally illuminated street name signs (IISNS) and LED-enhanced regulatory signs (e.g., Stop signs with flashing perimeter LEDs) to increase driver awareness in low-visibility conditions.</li> <li>• Beacons: Solar-powered rectangular rapid flashing beacons (RRFB) and school zone flashers are available to enhance pedestrian safety at crosswalks.</li> <li>• Bi-Lingual Signage: We fully support the fabrication of bilingual or multilingual signage to meet the demographic needs of diverse communities and comply with local ordinances.</li> </ul> <p>4. Custom Solutions &amp; Project Kitting</p> <ul style="list-style-type: none"> <li>• Custom Fabrication: Through our "Open Market" sourcing capabilities, TSG can procure unique, non-standard signage structures, such as custom-shaped gateway monuments or artistic community markers.</li> <li>• Kitting: To streamline deployment, TSG offers "Kitting Services" where signs, posts, and hardware are pre-assembled or packaged together by location (e.g., "Park A Kit") prior to shipping, reducing on-site labor and sorting time for municipal crews.</li> </ul>
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**Table 8: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 90. NOTICE:** To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Documents**

**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”
  - [Pricing](#) - Sourcewell RFP 122325 Perm, Fixed Signage 122325 - TSG.xlsx - Tuesday December 23, 2025 12:14:35
  - [Financial Strength and Stability](#) - TSG Bank Letter 2025-12-19.pdf - Tuesday December 23, 2025 10:48:54
  - Marketing Plan/Samples (optional)
  - [WMBE/MBE/SBE or Related Certificates](#) - TSG Direct, LLC 2024 WBE certificate.pdf - Tuesday December 23, 2025 14:37:16
  - Standard Transaction Document Samples (optional)
  - Requested Exceptions (optional)
  - [Upload Additional Document](#) - TSG Supplier catalogs.zip - Tuesday December 23, 2025 13:59:09

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.

3. The Proposer certifies that:

(1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and

(3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.

5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.

6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.

7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

8. Proposer its employees, agents, and subcontractors are not:

1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;

2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or

3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Guy D'Andrea, Vice President, The Sourcing Group, LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_3_Permanent_Fixed-Message_Signage_RFP_122325</b> Tue December 16 2025 09:39 AM	<input checked="" type="checkbox"/>	1
<b>Addendum_2_Permanent_Fixed-Message_Signage_RFP_122325</b> Wed November 19 2025 11:50 AM	<input checked="" type="checkbox"/>	2
<b>Addendum_1_Permanent_Fixed-Message_Signage_RFP_122325</b> Tue November 11 2025 08:58 AM	<input checked="" type="checkbox"/>	2