

Office and Educational Consumables ITN Pricing Proposal Tool - STATEWIDE ONLY

The Florida Department of Management Services has reviewed purchase data for a recent 12-month period to identify the office and educational consumables that were most often purchased by Eligible Users of the current Office and School Supplies contract. This workbook contains 7 additional worksheets. The worksheets labeled A - Core Items, B - Non-Core Items, C - Generic Core Items, D - Generic Non-Core Items, and TOTAL PRICE PROPOSAL #1 are for Respondents to complete assuming the Department will award the contract to a single Respondent. The worksheet labeled TOTAL PRICE PROPOSAL #2 is for Respondents to complete assuming that the Department will award the contract to multiple Respondents. **Respondents must submit both a complete TOTAL PRICE PROPOSAL # 1 and a complete TOTAL PRICE PROPOSAL # 2 to be considered responsive.** This workbook shall be used by Respondents to calculate and submit their Price Proposals to the Department via the MFMP Sourcing Tool as directed within the ITN. Listed below are step-by-step instructions on how to complete this workbook to determine your Price Proposals. Respondents shall complete this workbook, including providing all requested information in the appropriate yellow-shaded cells.

- Step 1** Go to worksheet labeled A - Core Items and **fill in your company's name in yellow-shaded cell C4**. This name will automatically be copied to remaining worksheets.
- Step 2** On worksheet labeled A - Core Items, the top name-brand items purchased by the State of Florida are listed. Please review the information provided for each item, which includes Item Index Number (column A), Product Category (column B), Product Sub-Category (column C), S.P. Richards Part Number (column D), Item Description (with link to S.P. Richards website for more details) (column E), Item UPC (column F), Item Unit of Measure (column G), Estimated Annual Usage (column H), and S.P. Richards List Price (column I). The Total Extended List Price (column J) is automatically calculated by multiplying the S.P. Richards List Price by the Estimated Annual Usage for each item. The Proposed Unit Net Price (column K) is automatically calculated for each item by multiplying the S.P. Richards List Price by the appropriate discount off of S.P. Richards List Price in cells G4 through G8 for the item's Product Category. The Total Extended Net Price (column L) is automatically calculated for each item by multiplying the Proposed Unit Net Price by the Estimated Annual Usage for each item.
- Step 3** For the specific Product Categories listed in column F rows 4 through 8 on worksheet labeled A - Core Items, **enter in column G rows 4 through 8 the discount % off of S.P. Richards List Price** that you propose for all items listed on this worksheet within each Product Category. Note that the Pricing Tool will automatically round all discounts to the nearest whole percent (e.g., 24.5% will become 25%) prior to calculating the Proposed Unit Net Price. The Total Extended Net Price in column L for all items listed on the A - Core Items worksheet will be automatically calculated based on the applicable Product Category discount value entered in column G rows 4 through 8. The Total Extended Net Price for all Core Items is located in cell L12. No substitute products are allowed for the Core Items.
- Step 4** Now go to worksheet labeled B - Non-Core Items. For each of the Product Categories listed in column A, rows 9 through 15, **enter in column C rows 9 through 15 the discount % off of S.P. Richards List Price** that you propose for all remaining non-generic in-scope items that were not listed on the A - Core Items worksheet. The discount percentage will be automatically applied to the Estimated Annual Extended List Price (column B) for each Product Category in column A to calculate the Estimated Total Extended Net Price (column D). The Estimated Total Extended Net Price for all Non-Core Items is located in cell D5.
- Step 5** Now go to the worksheet labeled C - Generic Core Items, which contains the top generic items purchased by the State of Florida. Please review the information provided for each item, which includes Item Index Number (column A), Product Category (column B), Product Sub-Category (column C), Item Description (with link to Office Depot website for more details on current generic product where available) (column D), Item Unit of Measure (column E), and Estimated Annual Usage (column F).
- Step 6** Since the items on the C - Generic Core Items worksheet are defined as generic, Respondents can propose any item that meets or exceeds the specifications of the listed item **and has the same unit of measure**. For each and every item listed on the worksheet labeled C - Generic Core Items, Respondents must **enter the Proposed Item Manufacturer Name (column G), Proposed Item Manufacturer Part Number (column H), Proposed Item UPC (column I), Proposed Item Unit of Measure (column J), and Proposed Item Unit List Price (column K)**. The Total Extended List Price (column L) is automatically calculated by multiplying the Proposed Item Unit List Price by the Estimated Annual Usage for each item. The Proposed Item Net Price (column M) is automatically calculated for each item by multiplying the Proposed Item Unit List Price by the appropriate discount off of List Price in cells E4 through E9 for the item's Product Category. The Total Extended Net Price (column N) is automatically calculated for each item by multiplying the Proposed Item Net Price by the Estimated Annual Usage.
- Step 7** For the specific Product Categories listed in column D rows 4 through 9 on worksheet labeled C - Generic Core Items, **enter in column E rows 4 through 9 the discount % off of List Price** that you propose for all Generic Core Items listed on this worksheet within each Product Category. The Total Extended Net Price (column N) for all items listed on the C - Generic Core Items worksheet will be automatically calculated based on the applicable Product Category discount value entered in column E rows 4 through 9. The Total Extended Net Price for all Generic Core Items is located in cell N13.
- Step 8** For the Generic Non-Core Items, the same discounts off of List Price entered in the C - Generic Core Items worksheet in column E rows 4 through 9 will be used to determine the Estimated Total Extended Net Price for Product Categories listed in column A, rows 9 through 14 on worksheet labeled D - Generic Non-Core Items. The Generic Core Item discount percentage will be automatically applied to the Estimated Annual Extended List Price (column B) for each Product Category in column A to calculate the Estimated Total Extended Net Price (column D). The Estimated Total Extended Net Price for all Generic Non-Core Items is located in cell D7. You do not need to enter any information on worksheet labeled D - Generic Non-Core Items.
- Step 9** Now look at worksheet labeled **TOTAL PRICE PROPOSAL #1**. In cell B13, you will find the sum of Total Extended Net Price subtotals from A - Core Items (cell L12), B - Non-Core Items (cell D7), C - Generic Core Items (cell N13), and D - Generic Non-Core Items (cell D7). The amount in cell B13 is your total Price Proposal #1. **Be sure that the cells in column D rows 8 through 11 are shaded green**. If any of these cells are shaded red, you will need to go to the applicable worksheet and make sure you have entered required information in all yellow-shaded cells.
- Now go to the worksheet labeled **TOTAL PRICE PROPOSAL #2**. **Fill in the % discounts off list price by product category in column D that you propose if the Department chooses to award to multiple Respondents.**
- Now go to the worksheet labeled Auditing Costs. **Fill in the proposed annual cost to provide the auditing services as specified in this worksheet.**
- Go to the worksheet labeled Volume Discounts. **Enter in cells B8 through B21 any additional discount % you will provide all Eligible Users** when total annual spend of all Eligible Users on the contract exceeds the listed amounts in cells A8 through A20. Discount amounts entered in cells B8 through B20 will be added to all current product category discounts for balance of contract period, including any extensions, for Core Items, Non-Core Items, and Generic Items when applicable annual contract spend amount is reached. **Entry of discount amounts in the table below are not required** for a respondent's Price Proposal to be considered responsive.
- Step 10** Save this file on your computer using the following file name convention: Your Company Name_FL Office and Educational Consumables ITN Price Proposals - STATEWIDE_2010-mm-dd. **The completed Pricing Proposal Tool file must be submitted in the MFMP Sourcing Tool as directed within the ITN.**